

# Neglected Tropical Disease Tool for Integrated Planning and Costing

## NTD TIPAC

## User Guide

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**envision**

a world free of NTDs



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# Acronyms

<b>ALB</b>	Albendazole
<b>DEC</b>	Diethylcarbamazine
<b>EURO</b>	Currency of the European Union
<b>FTE</b>	Full-time employee
<b>FY</b>	Fiscal year
<b>HRA</b>	High-risk adults
<b>IEC</b>	Information, education and communication
<b>IVM</b>	Ivermectin
<b>LCU</b>	Local currency unit
<b>LF</b>	Lymphatic filariasis
<b>M&amp;E</b>	Monitoring and Evaluation
<b>MBD</b>	Mebendazole
<b>MDA</b>	Mass drug administration
<b>Mf</b>	Micro filarial prevalence (lymphatic filariasis)
<b>NGO</b>	Non-governmental organization
<b>NTD</b>	Neglected tropical disease
<b>Oncho</b>	Onchocerciasis
<b>PC-NTD</b>	Neglected tropical disease targeted for control and/or elimination through a preventative chemotherapy strategy. The five targeted NTDs specified in the tool are: lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminthiasis (STH), and trachoma
<b>PSAC</b>	Pre-school age children
<b>PTE</b>	Part-time employee
<b>PZQ</b>	Praziquantel
<b>SAC</b>	School-age children
<b>SAE</b>	Severe adverse effects
<b>SCH</b>	Shistosomiasis
<b>STH</b>	Soil-transmitted helminthiasis
<b>TAS</b>	Transmission Assessment Survey
<b>TEO</b>	Tetracycline Eye Ointment
<b>TF</b>	Trachomatous Follicular
<b>TIPAC</b>	Tool for Integrated Planning and Costing
<b>TT</b>	Trachomatous Trichiasis
<b>USD</b>	United States dollar
<b>WHO</b>	World Health Organization
<b>Zmax POS</b>	Zithromax Pediatric Oral Suspension
<b>Zmax tabs</b>	Zithromax tablets



# What is the TIPAC?

The Tool for Integrated Planning and Costing, or TIPAC (pronounced “tee-pack”), is a Microsoft Excel–based program that helps users accurately estimate the costs and funding gaps of public health programs. The Neglected Tropical Disease (NTD) TIPAC can be used in conjunction with existing national NTD strategic plans and budgets in order to effectively plan and coordinate future program resources. The TIPAC comprises four data entry modules and a reports module:

- **Base Data:** You enter basic background and program information into this module. The module includes key data used and calculated throughout the tool, such as populations, currency exchange rates, per diem levels, target populations, and unit cost information.
- **Activity Costs:** You enter the estimated costs of your program activities in this module. The TIPAC is organized around cost categories, activities, sub-activities, and cost classifications (for example, personnel, transport, and supplies).
- **PC Drug Acquisition:** You enter and track drug purchases, donations, and gaps for the first year of your program in this module. Drug needs are automatically calculated from the information entered in the Base Data module. You also specify individual drug multipliers and prices in this module. Only drug acquisition for the 5 PC-NTDs highlighted in the tool (that is, lymphatic filariasis, onchocerciasis, schistosomiasis, soil-transmitted helminths, and trachoma) can be added in this module. Drugs used for other activities such as mapping, case management, or SAEs cannot be added in the PC Drug Acquisition module and instead should be added as a “supply” cost classification in Activity Costs module.
- **Funders:** You enter all of your program funders and funds in this module, including government funding, partners, bilateral donors, and nongovernmental organizations. All funds can be assigned to specific activities, sub-activities, and/or districts to match the funder’s intent.
- **Reports:** You can view and analyze all of the data that you have entered into the TIPAC in this module, formatted into tables and charts. You can also review, edit, and sort all cost entries. The data from this module can be exported into presentations or documents, or copied into other Excel worksheets for additional analysis. There are fourteen reports within this module, including program costs, program funding, funding gaps, funding sources, drug needs, five-year cost and drug forecasts, target populations, and salaries.

You access all of these modules from the main menu of the TIPAC. You will need to begin with the Base Data module, to create a foundation for the data used in the other modules.

The TIPAC is not a substitute for the strategic process of developing a national plan of action or program budget. However, the tool should strongly align with these documents and can help with resource planning and revising a national plan to meet resource constraints.

## Who can use the TIPAC?

The TIPAC is designed to be used by members of an NTD program at the national level. NTD program and financial managers will be the primary contributors to the tool, but other personnel such as administrative specialists, partner organization representatives, and Ministries of Education will likely strengthen the accuracy of the TIPAC data. For countries with a large population, the TIPAC can also be used at the sub-national level

## What can the TIPAC do for me?

The TIPAC has many specific functions, but in general, it can help you:

- **Estimate the cost of implementing activities** related to the NTD program.
- **Quantify existing resources** from the government and other funders for NTD programs.
- **Identify and quantify the funding gaps** in an NTD program.
- **Generate a projection of program costs and drug needs** for up to five years.
- **Produce summarized tables and charts**, which can be used for presentations and additional analysis.
- **Facilitate identification of integration opportunities and annual planning** of NTD control programs in conjunction with national plans of action.

## Key features of the TIPAC

- Ease of learning and built-in user tips for national programs
- Flexible format for entering cost estimates and funding amounts
- Intuitive, step-by-step data entry for identifying districts and target populations for interventions
- Automatic estimation of government and program salary contributions
- Automatic calculations of drug needs and target populations for the 5 PC-NTDs
- Automatic reports that summarize key data entered into tool
- Five-year cost and drug need projections
- Transparency with cost inputs
- Progress monitoring
- Updating capability
- Work planning timeline with the option to include program costs and funding

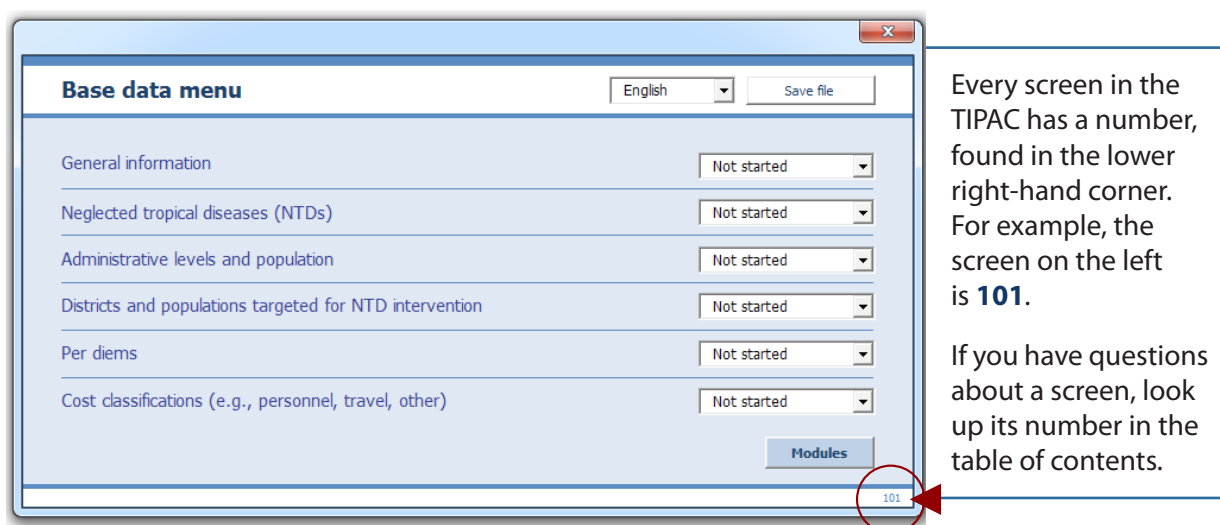
## What diseases are covered by the TIPAC?


The TIPAC covers and costs any number of neglected tropical diseases (NTDs) that are addressed by your national program. The TIPAC allows for specific cost linkage, detailed analysis, and drug acquisition for the WHO-defined NTDs. They include five NTDs targeted for control and/or elimination through a preventative chemotherapy (PC) strategy using Mass Drug Administration (MDA), plus up to 15 additional diseases targeted through other interventions. The five targeted NTDs specified in the tool are: lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminthiasis (STH), and trachoma. Other NTDs, such as those addressed through innovative and intensified disease management or vector management and neglected zoonotic diseases, can also be included based on the needs and disease endemicity in your country.

# How do I use this manual?

This TIPAC manual provides a detailed overview of the tool, along with a screen-by-screen set of tips for using the TIPAC. If you experience difficulty with a particular screen or want to know more about a specific field or button, this guide should help.

This manual includes screenshots of every section and module in the tool. The bottom right-hand corner of each screen in the TIPAC has a unique number. To find tips and troubleshooting information for the corresponding screen, you can look up its number in the table of contents.



You can also find help within the tool by pressing the  symbol to see related information from the user manual.

If you experience trouble navigating through the tool, you can access help by pressing F1. Also, you can access help directly from Microsoft's website <http://office.microsoft.com/en-us/Excel-help/>.

# How do I prepare for the TIPAC?

To make data entry much easier and more efficient, you should gather all applicable materials and have access to any data you might need before starting. Below are some tips and suggestions that will help you prepare for the TIPAC:

## Necessary materials and information

By collecting the materials below in advance, you can make data entry much easier and shorten the time needed to complete the tool:

- National plan of action
- National NTD budget (ideally by line item)
- Official per diem schedule
- Salary schedule for all levels (for example, national, regional, district)
- Unit costs for commonly used items and supplies (refer to the cost classification section to see how unit costs are organized)
- Population estimates per district (or similar administrative unit)
- Annual population growth rate (percentage at national level)
- Population percentage estimates for the following subgroups: < 6 months, 6–11 months, 12–23 months, 24–59 months, >5 years
- Definitions of and population percentage estimates for the following subgroups: pre-school age children, school-age children, adults, and pregnant women (as a percentage of the total population)
- For the specified PC-NTDs, NTD prevalence/endemicity level by district for LF, oncho, SCH, STH, and trachoma (see the disease burden codes in Appendix B)
- For the specified PC-NTDs, targeted districts and district-level target populations for LF, oncho, SCH, STH, and trachoma (for at least first year of analysis, ideally annual targets for 5 years) as well as case management populations for LF and trachoma
- For any other diseases, a list of at risk or endemic districts
- For any other diseases, district-level target populations for up to two interventions per disease
- List of planned NTD activities and sub-activities. Default activities and sub-activities, which can be edited or deleted, already included in the tool are:

Activities	Sub-activities
Strategic planning	<ul style="list-style-type: none"> <li>• National stakeholders meeting</li> <li>• Technical planning meeting</li> <li>• Annual review meeting</li> </ul>
Advocacy	<ul style="list-style-type: none"> <li>• National advocacy meeting</li> <li>• Regional/district advocacy meeting</li> </ul>
Mapping	<ul style="list-style-type: none"> <li>• Integrated Mapping 1</li> <li>• Integrated Mapping 2</li> <li>• Integrated Mapping 3</li> <li>• LF Mapping</li> <li>• Oncho Mapping</li> <li>• SCH Mapping</li> <li>• STH Mapping</li> <li>• Trachoma Mapping</li> </ul>
Monitoring and evaluation	<ul style="list-style-type: none"> <li>• MDA1 coverage survey</li> <li>• MDA2 coverage survey</li> <li>• MDA3 coverage survey</li> <li>• MDA4 coverage survey</li> <li>• MDA5 coverage survey</li> <li>• LF sentinel/spot check site survey</li> <li>• LF transmission assessment survey</li> <li>• Oncho entomological survey</li> <li>• Oncho epidemiological survey</li> <li>• SCH and/or STH prevalence survey/sentinel sites</li> <li>• Trachoma prevalence survey</li> <li>• Severe adverse effects (SAE) monitoring</li> </ul>
Drug logistics	<ul style="list-style-type: none"> <li>• Drug importation</li> <li>• Drug transportation</li> <li>• Drug storage</li> <li>• Drug repackaging</li> </ul>
Social mobilization	<ul style="list-style-type: none"> <li>• Development of IEC materials</li> <li>• Dissemination of IEC materials and messages</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Development/printing of training materials</li> <li>• Training of trainers</li> <li>• Training of supervisors</li> <li>• Training of volunteers</li> <li>• Training: Teacher/health worker (school-based MDAs)</li> <li>• Training: CDDs (community-based MDAs)</li> <li>• Refresher training: Teacher/health worker (school-based MDAs)</li> <li>• Refresher training: CDDs (community-based MDAs)</li> </ul>
MDA registration	<ul style="list-style-type: none"> <li>• Registration (census)</li> </ul>

Activities	Sub-activities
MDA drug distribution	<ul style="list-style-type: none"> <li>• MDA 1</li> <li>• MDA 2</li> <li>• MDA 3</li> <li>• MDA 4</li> <li>• MDA 5</li> </ul>
Case management	<ul style="list-style-type: none"> <li>• Hydrocele surgery</li> <li>• Lymphoedema management</li> <li>• Trichiasis surgery</li> </ul>
Vector control	<ul style="list-style-type: none"> <li>• Mosquito control</li> <li>• Black fly control</li> <li>• Snail control</li> </ul>

- List of current NTD program funding sources and amounts (by activity, sub-activity and/or district if available)
- Estimated distances (in kilometers or miles) between major points (for example, national capital to regional capitals, between key district locations)
- Current drug stocks for drugs used in PC interventions in your country (IVM, DEC, ALB, MBD, PZQ, Zithromax POS, Zithromax tablets, and/or Tetracycline)
- Approved drug applications
- In addition, you should consider which years you would like to analyze in the TIPAC. The first fiscal year that you decide to cost should correspond to the year that makes the most sense in your country context; most frequently, this will be your government's upcoming fiscal year, but could also be another government's fiscal year or the calendar year. The TIPAC will enable you to cost the next four years as well. The years of analysis should be defined prior to data entry, and will be recorded in one of the first sections of the tool.

## Recommended participants

You will probably need to involve several people from your program to help complete data entry for the TIPAC. Generally, you will need people with the best knowledge of each NTD program plan and any related unit costs. These are typically financial and program managers associated with each NTD, along with the NTD focal point. You may also want to call upon other administrative staff with knowledge of expenses, salaries, overhead costs, and other related data.

Not everyone in your organization needs to take part in data entry for all parts of the TIPAC, but it is very helpful to have everyone available for consultation if needed. Some activities have integrated costs that require input from multiple program managers, whereas other activities are more specific to one NTD and require less people.

Additionally, introductory and debriefing meetings with a wider audience are highly recommended. An introductory meeting will help communicate the TIPAC objectives, methodology, and scope of work to all parties invested in the results, even if those people are not needed to complete the tool itself. Similarly, a debriefing meeting will provide an opportunity to present the TIPAC results and promote discussion with the same larger group.

## Recommended participants for TIPAC data entry

- NTD focal point
- Program managers for each NTD program
- Financial administrators
- Ministry of Education representative(s)
- Partner organization representative(s), including from local and international NGOs
- Current program funders

## Recommended participants for introduction and debrief meetings (in addition to the recommended participants listed above)

- WHO representative(s)
- Current and prospective donor representative(s)
- Other Ministry of Health personnel (for example, directors)

## Sample schedule for completing the TIPAC

The TIPAC typically takes five to ten days to complete. The length of time it takes you to complete the TIPAC will depend on the amount of data collected beforehand, the complexity of the national plan, the level of detail entered into the TIPAC, and the availability of required participants. The following is a sample schedule and average estimated time required, not including introductory and debrief meetings:

Module/Task	Estimated time required
Base Data	1-2 days
Activity Costs	2-4 days
PC Drug Acquisition	0.5-1 day
Funders	0.5-1 day
Review and Revisions	1-2 days
Total	5-10 days



## How the TIPAC organizes data

Knowing how the TIPAC organizes data can help as you prepare to begin data entry. You will want to familiarize yourself with the following concepts and classifications:

### Cost categories

First, the TIPAC organizes costs by cost categories. The two cost categories in the TIPAC are implementation costs and operational costs.

### Activities and sub-activities

Next, costs are organized by activities (for example, Training) and the sub-activities that fall under those activities (for example, Training — Training of Teachers for School-Based MDAs). Therefore, you should try to organize budget line items into related activities and sub-activities rather than using other groupings (such as by MDA rounds).

### Cost classifications

Within each sub-activity, there are cost classifications. These include personnel, transportation, supply, equipment, consultant, and other miscellaneous costs. The majority of costs are entered into the TIPAC at this cost classification level, so it is helpful to think of all the specific items and related unit costs that go into each activity and sub-activity.

### Activity integration

The TIPAC encourages integration of activities between NTD programs. Therefore, you should decide in advance which activities and sub-activities are to be integrated, so you can take that into account as you are entering them.

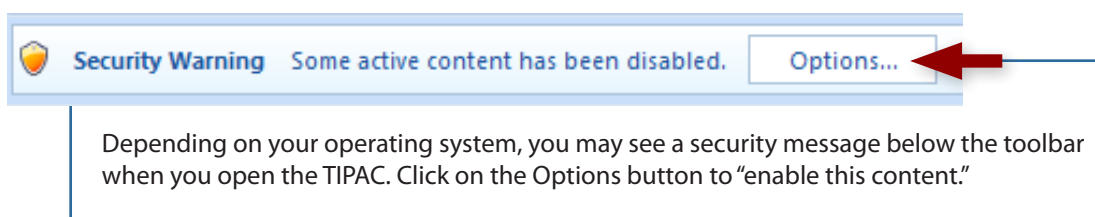
### User-driven auditing

The TIPAC does not tell users what costs to input. The tool helps organize data, summarize results, and assists with many calculations, but the actual input costs are entirely user dependent. The TIPAC is not programmed to automatically audit data entries. Of course, rational estimates should be used and real-time cost summaries are provided to help track progress and minimize data entry error. With this in mind, it is important to remember that the quality of the results depends on the accuracy and integrity of the input data.

# How do I get started?

The TIPAC is a Microsoft Excel-based tool. If you are familiar with using Microsoft Excel, then using the TIPAC will be easy. Even if you are a novice Excel user, this manual and the tool's intuitive step-by-step interface will enable you to quickly become familiar with the TIPAC.

- You must enable macros each time you open the TIPAC. If you see a message asking if you want to disable macros, select "enable macros" or "enable this content." The message you see may look like this:



If you do not see a message like this, you may need to change your security settings for Excel. Under the File menu, go to Options, click "Trust Center Settings," then "Macro Settings," and then choose "Disable all macros with notification." For more information about macros and your security settings, click on the Microsoft Excel Help button, press F1, or go to <http://office.microsoft.com/en-us/Excel-help/>.

- The first time you open the TIPAC, save a copy of it under a different name, so you always have an original copy of the TIPAC without any data or changes.
- Windows XP or later version and Microsoft Excel 2007 or later must be installed on your computer. The TIPAC will not work with Microsoft Excel 2003 or with Microsoft Office for Mac.
- If you have difficulty viewing any of the screens in the TIPAC, try adjusting your screen resolution to at least 1024x768. You can find the Windows resolution settings under Control Panel > Appearance and Personalization > Adjust screen resolution.
- To optimize the performance of the TIPAC make sure you have plenty of memory (RAM) available.
- If you are using a projector, always open Excel after the projector is connected, and then disconnect the projector before closing Excel. This helps with screen resolution issues.

To start using the TIPAC, click the **Enter TIPAC** button to go to the main menu. If this button does not work, you may still need to enable macros (see above).

## Working with data in the TIPAC

You will probably be using data from other documents (such as demographic data, or government salary schedules) as you enter data into the TIPAC. If these data are in other Excel documents, you can open them in a separate window while running the TIPAC, then toggle back and forth while copying and pasting data between worksheets.

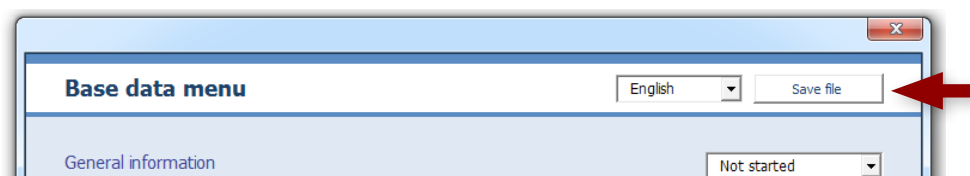
If you maximize a workbook window in Excel, you can see only one workbook at a time, but you can easily switch between open workbooks by pressing **Ctrl+F6** to activate the next one (or **Shift+Ctrl+F6** to activate the previous one). You can also go to the View menu and select “Arrange all.” If you want to view workbooks on two screens (for example, on a laptop and an external screen), you’ll have to start two separate instances of Excel.

### Important notes:

- Remember to only use periods (.) to represent decimal points, and to never use commas (,) or semicolons (;) when entering data into the TIPAC. Numbers will be formatted automatically. For example:  
     one-half = **0.5** (not 0,5)  
     one thousand = **1000** (not 1,000 or 1.000)
- When typing within a “Notes” or “Comments” field, pressing **Shift + Enter** will skip to a new line.
- You can cut and paste data into the TIPAC, but it is highly recommended that you do so carefully and only one column at a time because there may be hidden columns in the TIPAC.

## Saving the TIPAC

Save your TIPAC file by using the Save button in the top right corner of each screen. You should save your work periodically, just as you would with any other Excel document. However, when entering data into the TIPAC, you do not need to use the Save button every time a screen is completed. Your data will be stored in the TIPAC each time you use the Done or Next buttons.



As noted above, you should save a copy of the TIPAC under a different name the first time you run the TIPAC—so that you always have an original copy of the TIPAC without any data or changes. You can do this before you press the Enter TIPAC button.

## “Regions” and “districts”

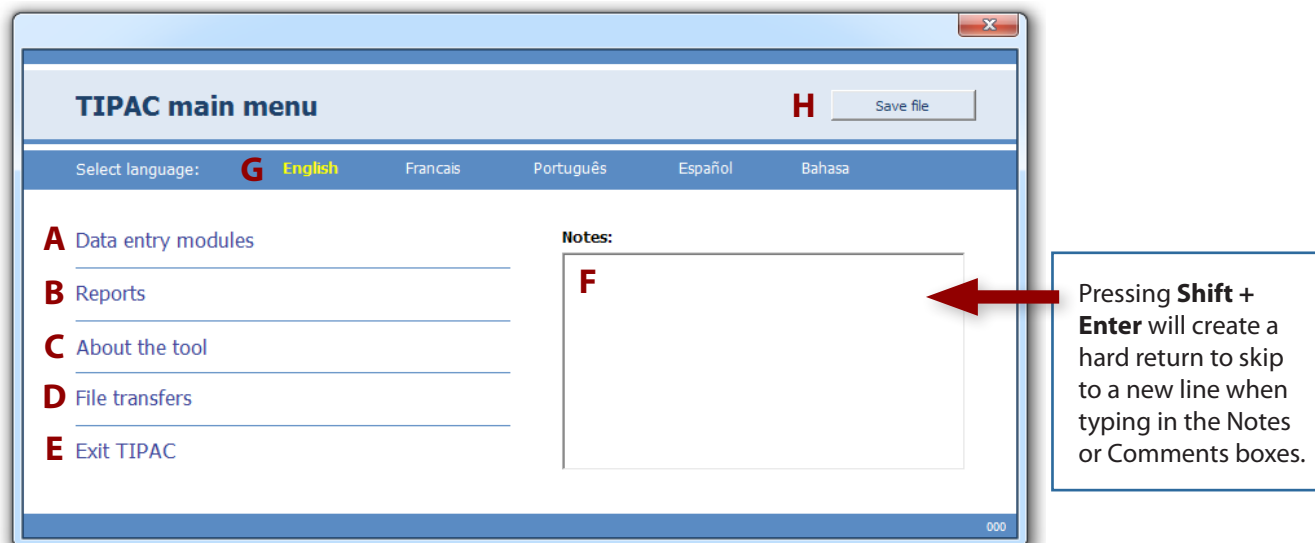
The terms “region” and “district” used throughout this manual refer to the first and second administrative levels that the TIPAC uses—typically, the largest sub-national administrative level (“region”) and the tier below that (“district”). You can rename these terms in your file using the appropriate terms for your country in the Base Data module.

For example, the largest sub-national unit in Algeria is the “wilaya,” which are sub-divided in to “dairas.” The name that you enter in the Base Data module for these administrative levels will appear throughout the TIPAC.

For more information about these administrative levels, see [screen 131](#).

## SCREEN 000

This screen displays the main menu for the TIPAC. Select from the menu to get started.



### On this screen

- A. Data entry modules.** This takes you to the Modules menu on **screen 001** where you can access each of four modules: Base Data, Activity Costs, Preventative Chemotherapy (PC) Drug Acquisition, and Funders. You can also reach the documentation form from this menu.
- B. Reports.** This takes you to **screen 400** where you can run customized reports based on the data you have entered in the TIPAC.
- C. About the tool.** This takes you to **screen 003**, which contains important information about the TIPAC.
- D. File transfers.** This takes you to **screen 004**, from where you can begin to convert your current TIPAC file to be used in a subsequent year or transfer an older TIPAC file to current version.
- E. Exit TIPAC.** This closes the TIPAC.
- F. Notes.** You can record any information about this screen in the notes field, including your own user tips, status updates, and reminders. Notes entered here will not be visible elsewhere in the tool and are only for your reference. (To add a new line in any text box, hold down "Shift" and press "Enter.")
- G. Select language.** Choose the language you would like to use for your TIPAC. Your selection here will be reflected throughout the tool. You can change your selection later from this main menu or any of the module menus. Note that the default names of activities and sub-activities will remain in English, but you can edit these names (or add new activities and sub-activities) in the language of your choosing.
- H. Save file.** You can save your TIPAC file by using the Save button in the top right corner of each screen. You should save your work periodically, just as you would with any other Excel document. However, when entering data into the TIPAC, you do not need to use the Save button every time a screen is completed. Your data will be stored in the TIPAC each time you use the Done or Next buttons.

## SCREEN 001

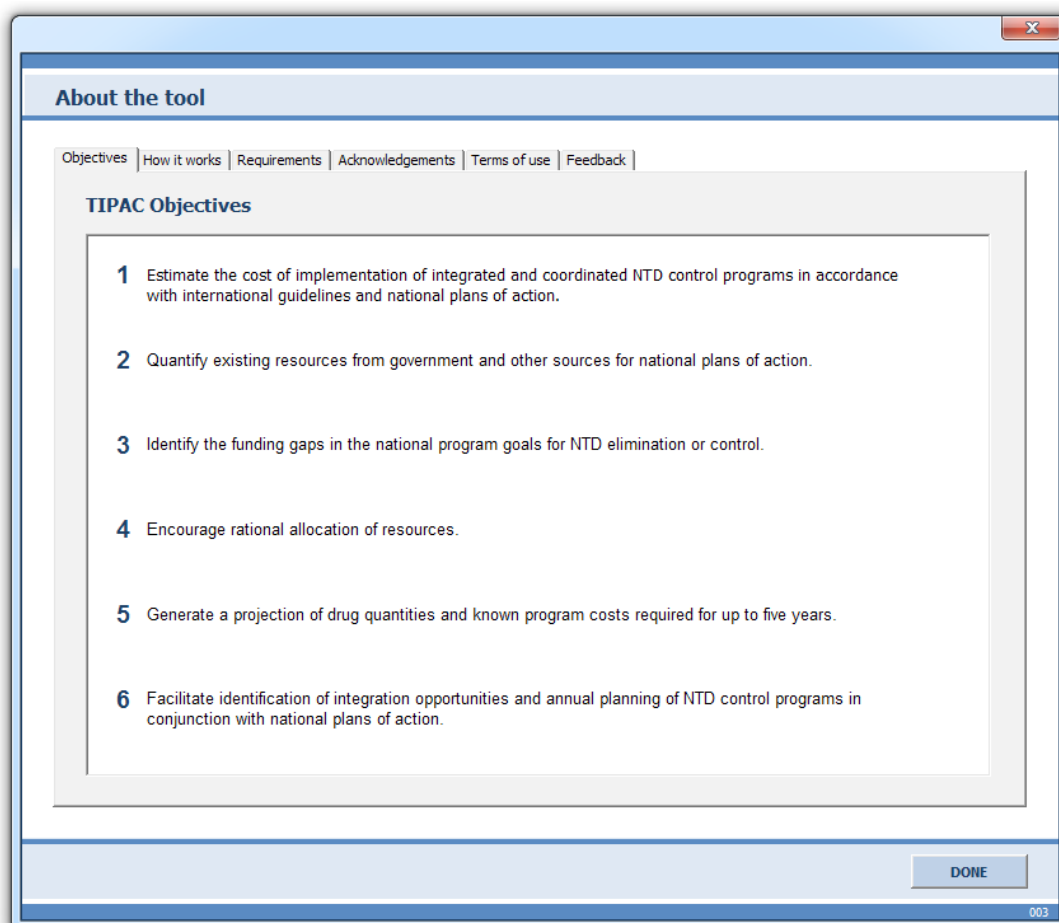
From this Modules Menu, you can access each of the TIPAC's four modules and the documentation form. Select a module to begin entering data into the TIPAC. Begin with the Base Data module because data entered in the Base Data module will populate the other modules.

### On this screen

- A. Base Data module.** This takes you to **screen 101**.
- B. Activity Costs module.** This takes you to **screen 202**.
- C. Preventative Chemotherapy (PC) Drug Acquisition module.** This takes you to **screen 502**.
- D. Funders module.** This takes you to **screen 301**.
- E. Documentation form.** This takes you to screen dForm where you fill in and print a form to document dates, participants, sources, and other information related to the completion of the TIPAC. To add a new line in any text box, hold down "Shift" and press "Enter."
- F. Languages.** Choose the language you would like to use for your TIPAC. Your selection here will be reflected throughout the tool. You can change your selection as needed from any Menu screen. Note that the default names of activities and sub-activities will remain in English, but you can edit these names (or add new activities and sub-activities) in the language of your choice.
- G. Navigation:**
  - **Main menu** button: Takes you back to the Main Menu on **screen 000**.

## SCREEN 003

This set of tabs contains background information on the TIPAC, including a list of TIPAC objectives, TIPAC modules, system requirements, acknowledgments, terms of use, and instructions for providing feedback. Read through the information shown, and when you are ready to return to the Main Menu on **screen 000**, select “Start TIPAC.”



## SCREEN 004

This screen displays the File Transfers menu. This is where you can begin to convert your TIPAC file to one you can use in a subsequent year ("Convert file") or transfer an older file to the current version of the TIPAC ("Transfer file").

**Important Note:** When using the transfer feature, it is highly recommended that you store your new and old TIPAC files locally on your computer, and NOT on a server, to reduce the possibility of the file crashing or of experiencing significant waiting times. (Transferring a file can take just a few minutes if the files are stored locally, but up to a few hours for large files stored on a server). If needed, you can store the files on a server after the file has been transferred.



### On this screen

- A. Convert TIPAC data for a new year.** This action will take the data in this TIPAC and prepare it for use in a second year, moving all data forward one year. See Appendix E for detailed instructions.
- B. Transfer data from older TIPAC to this version.** This action will transfer data from an older version of the TIPAC to this version. See Appendix F for detailed instructions.
- C. Navigation:**
  - **Main menu** button: Takes you back to the main menu on **screen 000**.

## SCREEN dForm

This screen gives you a place to document information associated with your project, including the names of individuals involved, decisions made, and primary sources of data. Since you will probably need to work with several people from your program to help complete data entry for the TIPAC, this form can provide a useful shared reference. This will also help you to recall decisions when you update the TIPAC in subsequent years. Select “Print” to print the documentation form. Select “Done” to return to the Modules Menu on **screen 001**.

**Important note:** Pressing **Shift + Enter** will create a hard return to skip to a new line when typing in the Notes or Comments boxes.

**Documentation form**

Date of last TIPAC update:  TIPAC fiscal year:

List of all individuals involved in the TIPAC (including title and organizations):

Name and title of point person/people (ideally from MOH) responsible for data entry (including contact information):

Targeted dates of MDA and what drug packages are going to be offered?

Key decisions:

**Sources of information**

Primary sources of data including salary and per diems:

Primary sources of population numbers:

Primary sources of unit costs:

Primary sources of drug stock information:

Primary sources of funding information:

Other:

Missing information:

**PRINT\***

**DONE**

\* Only as many rows as are showing in each box on the screen will display when you print the form.

dForm



# Base Data module

The Base Data module is where you enter your country's demographic, currency, and administrative information. The data entered in this module are used throughout the tool. Because this information is accessed later, the first four sections of the Base Data module must be completed before moving to the rest of the tool. You can always change data and add cost classifications later, and those changes will be reflected in the other modules.

## Screens in the Base Data module

- 101:** Screen for Base Data menu
- 111:** Screen for entering general information
- 121:** Screen for indicating which PC-NTDs and other targeted diseases are endemic to your country and will be included in the TIPAC for costing and analysis
- 131:** Screen for entering the names of the country's administrative levels
- 132:** Screen for entering population age ranges and percentages
- 141:** Screen for selecting an NTD
- 145:** Screen for choosing which years and in which districts a particular NTD will be targeted for intervention
- 146:** Screen for choosing the drug combination for LF mass drug administrations
- 147:** Screen for entering intervention descriptions
- 160:** Screen for entering per diems
- 171:** Screen for accessing the cost classification items
- 199:** Screen for viewing the disease burden and target population for an NTD by district

## Worksheet in the Base Data module

- W1C1:** Worksheet for entering regions, districts, endemicity, and target population data

## SCREEN 101

This is the main screen for the Base Data menu. Because information from the Base Data menu is used throughout the tool, the first four sections must be completed before you can move to the next module.

Section	Status
<b>A</b> General information	<b>G</b> Not started
<b>B</b> Neglected tropical diseases (NTDs)	Not started
<b>C</b> Administrative levels and population	Not started
<b>D</b> Districts and populations targeted for NTD intervention	Not started
<b>E</b> Per diems	Not started
<b>F</b> Cost classifications (e.g., personnel, travel, other)	Not started

**H** Modules

101

### On this screen

- A. General information.** This takes you to **screen 111** where you enter the general country information for your TIPAC.
- B. Neglected tropical diseases (NTDs).** This takes you to **screen 121** where you indicate which NTDs are addressed by your country and have associated activity costs. (Please see “What diseases are covered by the TIPAC” in the introduction of this manual for more information.)
- C. Administrative levels and population.** This takes you through a series of screens and a worksheet, starting with **screen 131**, where you enter the demographic data for your country, including regions, districts, and populations.
- D. Disease burden and target populations.** This takes you to **screen 141** where you can enter intervention information for each NTD.
- E. Per diems.** This takes you to **screen 160** where you can access all your per diems, add new ones, and edit or delete existing ones. .
- F. Cost classifications.** This takes you to **screen 171** where you can access all your cost classification items, add new ones, and edit or delete existing ones.
- G. Status drop-down lists.** These optional lists help you keep track of your progress in the tool. You must change them manually. They default to “Not started” and can be changed to “In process” if you have not yet finished that section, “Completed” once data inputs for that section have been completed, or “Not applicable” if the section is not applicable to your country’s NTD program. When you convert or transfer a TIPAC (see Appendices E and F for more information), the status lists default to “Review.”
- H. Navigation:**
  - **Main menu** button: Takes you back to the main menu, where you can access other modules or exit the TIPAC.

## SCREEN 111

Enter general information about your file to help you distinguish it from other TIPAC files. The country name and fiscal year dates you enter here will appear on all the screens throughout the tool and on the reports.

Because your NTD program is complex and may have funding arrangements from multiple international sources, you may also need to represent costs and funding amounts in U.S. dollars and Euros. These currency display choices will be available elsewhere in the tool.

**General information** Save file

**Enter the following:**

**A** Name of country:

**B** Fiscal year:

**C** Fiscal year of TIPAC:   to

**D** Local currency abbreviation:

**E** Currency for entering cost data:

**F** Exchange rate to 1 USD:  Date (optional):

**G** Exchange rate to 1 EURO:  Date (optional):

**Annual population growth rate:**

**I**  %

**Choose distance measurement:**

**J** ☒ Kilometers (Km)  
☐ Miles (Mi)

**Enter number of work days per year:**

**K**

**L** Cancel DONE

111

### On this screen

- A. Name of country.** The country name you enter here will appear on screens throughout the tool, as well as on the reports.
- B. Fiscal year.** The fiscal year for this TIPAC file.
- C. Fiscal year dates.** The months included in the fiscal year. Enter the month and year for the first fiscal year that you are costing. The ending month and year will update automatically. The TIPAC will enable you to cost the next four years as well.

- D. Local currency abbreviation.** Enter an abbreviation for your local currency unit here, up to four letters. For example, DZD for the Algerian dinar. This is how it will appear throughout the tool.
- E. Currency for entering cost data.** This will determine the currency for all costs entered in the Activity Costs module. Funding and drug acquisition amounts can be entered in any of the three currencies, no matter what is chosen here. This should not be changed after data entry in the Activity Costs module has begun. If, for some reason, a change at a later point is necessary, you will need to review all previously entered activity cost items for accuracy.
- F. Exchange rate to 1 USD.** Enter the exchange rate of your local currency unit to 1 U.S. dollar. For example, if you enter 2 here, it would mean two local currency units for every USD.
- G. Exchange rate to 1 EURO.** Enter the exchange rate of your local currency unit to one EURO. For example, if you enter 2 here, it would mean two local currency units for every EURO.
- H. Date.** Enter the date you entered each exchange rate. This information is optional but can be useful because exchange rates fluctuate.
- I. Annual population growth rate.** Enter the estimated annual population growth rate, as a percentage.
- J. Choose distance measurement.** Select either miles or kilometers. Your selection will appear throughout the TIPAC whenever a distance measurement is required.
- K. Enter number of work days per year.** The number of work days per year is used to calculate salaries. (For countries with a five-day work week, 220 is recommended. For countries with a six-day work week, 300 is recommended.) Government and program employees who are not dedicated full time to your program will have a portion of their salaries allocated to the salary costs total based on this number and the number of days worked, as entered in the Activity Costs module.
- L. Navigation:**
  - **Done** button: Records your data and takes you back to the Base Data menu, **screen 101**. The tool will only allow you to select “Done” if the form is completely filled in with valid data. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.
  - **Cancel** button: Takes you back to the Base Data menu, **screen 101**, without saving any data.

## Frequently asked questions

### ***My country's fiscal year starts and ends in the same month, but the tool does not allow me to choose the same month for the start and end. How should I proceed?***

Yes, the TIPAC does not allow you to have a fiscal year that starts and ends in the same month. We suggest you start the tool in the month the fiscal year would normally start, then end the year the month before it would normally end. You can write a note at the very beginning of the tool (**Screen 111**) that clarifies the official government fiscal year and time period for the TIPAC. For example, if your fiscal year begins October 15, 2013 and ends October 14, 2014, costs for activities that would occur in the second half of October 2014 can be entered in September 2014 with a note that the activity will actually occur in October.

## SCREEN 121

On this screen, you will indicate which NTDs your program will include in the TIPAC—that is, all diseases that will have activity costs associated with them in the tool. If any diseases are left unchecked, the tools and algorithms associated with those diseases and their treatment will not be available as you work through the TIPAC.

The TIPAC covers and costs any number of neglected tropical diseases (NTDs) that are addressed by your national program. At this time, the TIPAC allows for specific cost linkage and detailed analysis for five NTDs targeted for control and/or elimination through a preventative chemotherapy (PC) strategy using Mass Drug Administration (MDA), plus up to 15 additional diseases targeted through other interventions. The 5 PC-NTDs are: lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminthiasis (STH), and trachoma. Other NTDs, such as those addressed through innovative and intensified disease management or vector management and neglected zoonotic diseases, can also be included based on the needs and disease endemicity in your country. Drug acquisition calculations are only applicable to the 5 PC-NTDs. (See the PC Drug Acquisition module and Appendix C for details.)

**Important note:** If you are not certain which NTDs your program will address, it is strongly suggested that you check all of the options on this screen that are applicable to your country. For example, if your country is not yet mapped for SCH, but SCH is suspected to be endemic and mapping activities are planned, place a check next to SCH. Another example might be if MDA is no longer required for LF, but surveillance or morbidity management activities are still required, in which case you would want to select LF here. Similarly, if the prevalence of active Trachomatous Follicular (TF) for trachoma in any districts is less than 5% but there is a backlog of Trachomatous Trichiasis (TT) cases that require surgery, you would still want to select trachoma in order to allocate surgery costs to trachoma.

## On this screen

- A. NTDs included in this TIPAC.** Click or unclick the check boxes to indicate which NTDs will have activity costs associated with them in your program. You can select the following NTDs:
  - Up to five PC-NTDs: LF, oncho, SCH, STH, and trachoma
  - Up to 15 other NTDs
- B. Number of other NTDs to include.** Enter the number of other NTDs (that is, NTDs that are not among the five PC-NTDs listed above) you will include in the TIPAC. You can only enter the names of other NTDs after you have specified a number here.
- C. Notes.** You can enter any other pertinent information regarding this screen in the notes section. The notes are not visible elsewhere in the tool, and are only for your reference.
- D. Navigation:**
  - **Done** button: Pressing this saves your data and takes you back to the Base Data menu, **screen 101**. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. To save your TIPAC, press the Save button in the top right corner of the screen.

## Frequently asked questions

***Active TF for trachoma is less than 5% in some of our districts, but there is a backlog of TT cases that require surgery. Should I check the box for trachoma or not?***

Yes. You would still want to select trachoma in order to allocate surgery costs to trachoma, even if the prevalence of active TF for trachoma is less than 5%.

## SCREEN 131

On this screen, you can specify the names of administrative levels in your country. The TIPAC uses the names “Region,” “District,” and “Village” by default, but you can delete these and enter your local equivalents. You should enter both the singular and plural form of each administrative level. Although your country may have more than just three levels, these are the only three necessary to keep track of information in the tool.

**Important note:** Activity costs are calculated at the second (“district”) level.

### On this screen

- A. Enter name of largest sub-national unit (first level).** You can either leave “Region” or enter the name of your largest sub-national administrative level. Other examples of first level administrative units include “province” or “wilaya.” (“Wilaya” is the largest sub-national unit in Algeria and is sub-divided into “daïras.”) The name you enter here will appear throughout the tool to help you organize your second level names. Costs will not total at this level. In general, regions are not helpful for organizing costs, because populations often vary too much in different areas, and activities are not always organized region-wide.

- B. Second level.** Either leave “District” and “Districts” or enter the names of your second level. This second level is an intermediate level where operational planning typically takes place. This is a very important administrative level because all costs will be allocated by the TIPAC at this level.
- C. Third level.** Either leave “Village” and “Villages” or enter the names of your third level. This third level is a small sub-unit that may be used to help you determine the ratio of drug distributors or other cost classifications.
- D. Navigation:**
  - **Next** button: Pressing this button saves your data and takes you to **worksheet W1C1** to enter the names of regions and the names and total populations of districts. Afterwards, you will be taken to **screen 132** to enter additional data on administrative levels and population. To save the TIPAC file, you can press the Save button in the top right corner of the screen.
  - **Back** button: Takes you back to the Base Data menu, **screen 101**, without saving new data.

## Frequently asked questions

### *What if I have more than three administrative levels in my country?*

The TIPAC only requires information about three administrative levels, no matter how many you have. The first (“Region”) is only used by the TIPAC to organize the second (“District”), and no costing is done at the first level. The second is a critical level, because all activity costs are allocated by the TIPAC at this level. The third level is used to calculate costs that are determined by the number of villages (or whatever equivalent term you choose).

### *I don’t want to cost by districts. Do I have to?*

No, you don’t have to. You can enter any level you want as the second level where all activity costs are allocated. But if, for example, you use communities instead of districts, keep in mind that the TIPAC only has room for up to 900 entries at this level.



## WORKSHEET W1C1

This is the worksheet for entering demographic data. You will return to it several times as you work through the Base Data module. Whenever you enter data on this worksheet, remember these important instructions:

- Do not delete rows, skip rows, or insert new rows.
- Do not cut and paste within this worksheet. However, you can copy and paste from another workbook into this one.
- Do not change the order of districts previously entered. If you need to change the order, you will need to readjust all of your sub-activity allocations and funding line items.
- If you need to add more districts, just add them to the bottom of your list of districts. You can return to the list anytime from **screen 131**. Sub-activities and funding will need to be adjusted to include these new districts as well.

## Workflow

As you enter demographic information in two sections of this module (“Administrative levels and population” and “Districts and populations targeted for NTD intervention”), you will be guided through a series of screens and a worksheet. This worksheet will continue to expand and populate based on the information entered on each prior screen. The process of completing **Worksheet W1C1** for each section is described below.

**Administrative levels and population.** The workflow for this section begins on **screen 131**, where you enter the demographic data for your country, including regions, districts, and populations.

- From **screen 131**, you will be directed to this worksheet to enter five types of data: regions, districts, the number of villages in each district, the number of schools in the district and populations.

**Important note:** You can cut and paste country information into **W1C1**, although it is highly recommended that you do so carefully, using the “paste values” option, and only one column at a time (because there may be hidden columns in the TIPAC).

Also note that you should take care when manually entering region names to be sure that you are spelling the same region name consistently. There will be opportunities later in the tool to filter and sort by region. If the region is misspelled for one district in the Base Data module, it will not be included in your filtered options.

The Controls window:

- **Next** button: Saves your data and takes you to **screen 132**
- **Back** button: Takes you back to **screen 131** without saving new data
- From **screen 132**, you will be directed to this worksheet to view district population totals broken down by the individual age ranges based on percentages entered in **screen 132**.

**Important note:** You can change this data manually. However, if you change this data manually, they will be difficult to change back because you will be overwriting the mathematical formula in Excel. (If you have already made manual changes and need to change them back, open your original, unchanged version of the TIPAC and copy the formula from any applicable cells, then paste that formula back into your existing workbook.)

The Controls window:

- View by fiscal year
- View by age range
- **Next** button: Saves your data and takes you to the Base Data menu on **screen 101** so you can enter data for additional NTDs
- **Back** button: Takes you back to **screen 132** without saving new data

**Disease burden and target populations.** The workflow for this section begins on **screen 141** where you will select an NTD to enter data specific to that NTD on successive screens and the worksheet.

- From **screen 141**, you will be directed to this worksheet to enter a disease burden code for the selected NTD in each district. For further guidance about disease burden codes, see Appendix B.

The Controls window:

- Lists disease burden codes
- **Next** button: Saves your data and takes you to **screen 145**
- **Back** button: Takes you back to **screen 141** without saving new data
- From **screen 145**, you will be directed to this worksheet to review and update the target populations for each disease.

**Important note:** Yellow highlighted cells indicate data you will need to enter, update, or review. If you overwrite a formula, the number will be in bold to help you keep track of these changes. Some additional instructions apply for each of the NTDs.

- For **LF**, the target populations will be automatically calculated for all districts selected for MDA on **screen 145** based on the percentage of population selected in **screen 146**. Target populations for lymphoedema management and hydrocele surgeries need to be manually entered. You will need to review the calculated totals and can make manual changes if needed. The target population default for Years 2–5 is the same as the previous year, multiplied by the annual population growth rate, but can be changed manually.
- For **oncho**, you will need to manually enter target population totals in the yellow-highlighted cells. Your selections on **screen 145** will determine which districts will receive zero, one, or two rounds, based on WHO recommendations and program decisions about whether to treat the target area once or twice a year. Enter target population totals only in yellow-highlighted cells, and if you need to change which districts will receive treatment, go back to **screen 145** to make those changes. Also note that oncho MDA Round 1 applies to districts that get at least one round of treatment, while oncho MDA Round 2 applies to districts that get two rounds of treatment. The chronology of the rounds is not important; that is, Round 2 may occur before Round 1. (For example, a country may treat for oncho in January and June. District A receives

MDA in both January and June; District A would be included in both Round 1 and Round 2. District B only receives oncho MDA in June. Even though the first oncho MDA takes place in January, District B's oncho MDA should be categorized as Round 1, since it is a district that only receives one round.) The target population default for Years 2–5 is the same as the previous year multiplied by the annual population growth rate, but can be changed manually.

- The workflow for **SCH** is similar to the workflow for oncho (see above), except that instead of Round 1 and Round 2 you will be manually entering target populations for school-age children and then high-risk adults. The target population for Years 2–5 is the same as the previous year multiplied by the annual population growth rate, but can be changed manually. It is important to update the defaults as appropriate based on the treatment strategy in each district. (For example, districts with a high prevalence of SCH may target the same populations annually, while moderate prevalence districts may only treat every other year.) Also, please note that the target populations are aggregated at the district level (or whatever equivalent administrative level you specified on **screen 131**). Since SCH can be more locally distributed, the user should aggregate sub-district/community level targets to district-level targets.
- The workflow for **STH** will take you back to **screen 145** four times: Round 1 for preschool-age children, Round 1 for school-age children, Round 1 for high-risk adults, and Round 2. For school-age children and preschool-age children, the TIPAC defaults to treating 100% of those age groups, so you are primarily just reviewing those totals for accuracy on **W1C1**, while for high-risk adults you will need to fill in the target population manually. STH Round 2 is automatically calculated to be the sum of the three STH Round 1 groups. The target population default for Years 2–5 for STH Round 1 and STH Round 2 are the same as the previous year multiplied by the annual population growth rate, but can be changed manually.
- For **trachoma**, there are two separate formulas for completing MDA target populations. For districts selected in **screen 145** with disease burden code 2 (>10% TF in 1–9 year olds), the target population in **W1C1** defaults to 100% of each of the three trachoma target age groups (<6 months, 6–59 months, and ≥5 years). For districts selected in **screen 145** with disease burden code 1 (>0% and <10% TF in 1–9 year olds), these cells in **W1C1** will be highlighted in yellow but left blank. You will have to manually enter the target population for each age group for these districts where the target population is likely focal in certain sub-districts and therefore not 100% of the district population. The target population default for Years 2–5 are the same as the previous year multiplied by the annual population growth rate.
- Trachoma also includes a column for trichiasis surgery on **W1C1**. In this column you should enter the number of persons your country is targeting for TT surgery each year. The surgery target will remain blank for years 2-5 and will need to be entered manually. For guidance on calculating the estimated TT backlog please see Appendix C.
- For all the “other” diseases, the workflow will take you through **screen 145** once to select districts targeted for intervention and then to **W1C1** where target populations for up to two interventions will need to be filled in. The user should note which interventions each target population corresponds to.

The Controls window:

- View by fiscal year
- View by age range
- **Next** button: Takes you to the Base Data menu on **screen 141** so you can enter data for another NTD
- **Back** button: Takes you back to **screen 132** without saving new data

				<b>F</b>	<b>FY 2012</b>
<b>A</b> Regions	<b>B</b> Districts	<b>C</b> Number of village per district	<b>D</b> Number of schools per district		<b>E</b> Population
California	San Francisco	70	140		205,590
California	San Diego	115	220		305,024
California	San Jose	80	140		233,732
New York	Brooklyn	190	335		516,609
New York	Manhattan	110	175		351,982
New York	Buffalo	25	30		103,073

## On this worksheet

- A. Regions.** Enter the names of regions in this column
- B. Districts.** Enter the names of districts in this column. It is strongly recommended to enter them in order, so that districts are grouped by region. You cannot change the order later.
- C. Villages.** Enter the number of villages per district in this column. Village data is optional.
- D. Schools.** Enter the number of schools per district in this column. School data is optional, but you can determine costs based on the number of individuals or events per school for each sub-activity in the Activity Costs module. Consider whether activities will be implemented in primary schools, secondary schools, government schools, private schools, or all schools. (For example, if you will need one trainer per primary school for a training activity, then you want to make sure you are only counting the total number of primary schools per district.)
- E. Total district population column.** Enter the population for the district in this column, ideally using the most recent official census data, projected to the current year. You should consult the same source for all district population data to maintain consistency.
- F. Year(s) selected.** You may select any combination of fiscal years to view using the Controls window. The years will be displayed as additional columns. The resulting population estimates have been adjusted based on the annual growth rate you indicated in **screen 111**.

## Frequently asked questions

### ***My country has undergone redistricting since I last updated the tool. How can I incorporate these new districts?***

As stated above, once you have entered your demographic data and started entering costs and funding, do not change the order of your districts. If you need to change the order, you will need to go back through and adjust all of your sub-activity allocations and funding line items. At any point, you can add new districts to your list, although sub-activities and funding will need to be adjusted to include these new districts as well. If you need to add more districts, it's easiest and highly recommended to just add them to the bottom of your list.

### ***I am targeting a district for SCH MDA in Years 1, 3, and 5. Why are my target populations in Year 3 and Year 5 equal to zero despite entering a target population in Year 1? Does the TIPAC not automatically calculate target populations for Years 2–5?***

The TIPAC does automatically calculate target populations for Years 2–5 for SCH MDA. But the calculation is based on the previous year's target population multiplied by the growth rate. Since in this example, there was no previous year's target population, the TIPAC is showing a target population equal to zero. You should overwrite the TIPAC formula in these cases and enter in the target population manually.

The process described above is also applicable to oncho (Rounds 1 and 2), STH (adults), and trachoma (>0 and <10% TF).

### ***What do I do if I accidentally overwrite a formula?***

If you accidentally overwrite a formula, you have two choices. You can either copy and paste (not cut and paste) the formula from a cell below in the same column, or you can open a new version of the tool and use that as a reference to find the original formula to retype for the cell.

### ***What happens to target populations if I skip years for my MDA?***

Since a future year's target population is often based on the previous year's target population, if you skip years, a district might show a target population of 0, even if the district had been selected for MDA. In these cases, you will need to overwrite the formula and enter a manually calculated target population.

### ***I manually changed the population for one of my districts in year 5. Why isn't that change reflected in the LF target population for that year?***

The TIPAC automatically calculates target populations for Years 2–5 based on first year population, growth rate, and percentage of population, so your MDA population numbers may not add up exactly if you have made manual changes. You can always change the target population manually.

## SCREEN 132

This is the screen where you enter population age ranges and percentages. These numbers will be used to automatically calculate population estimates for each district.

**Administrative levels and population** Save file

**A** Enter the following as a percentage of total population:

Age range	Total population
< 6 months:	<input type="text"/> %
6-11 months:	<input type="text"/> %
12-23 months:	<input type="text"/> %
24-59 months:	<input type="text"/> %
≥5 years:	<input type="text"/> %
	0 %

Percentages of total populations must add up to 100% for this section

**B** Enter the age ranges and percentage of total population:

Group	Total population
Pre-school aged population	<input type="text"/> to <input type="text"/> years: <input type="text"/> %
School-aged population	to <input type="text"/> years: <input type="text"/> %
Adult population	≥ <input type="text"/> years: <input type="text"/> %
Pregnant women	<input type="text"/> %

**C** Back NEXT

132

### On this screen

**A. Age range and total population.** Enter the percentage for each age group in your country. The percentages must add up to 100%. These percentages are used to determine target populations for particular diseases as applicable.

**B. School age ranges and total population.** Enter age ranges and the percentage of the total population for pre-school, school-aged, and adult populations, as well as what percent of the total population are pregnant women. The lower end of the school-aged population range will change based on the age you enter for the upper end of the pre-school population range. Also enter the size of each group listed as a percentage of the total population. These percentages should not add up to 100% because they do not cover the entire population.

**Important note:** If the age ranges in A and B align with each other, then ensure that the percentages for those population segments are the same in A and B. For example, if the pre-school aged population range in B is from 1 to 4 years old, then that percentage should match the percentage for the same age group in A.

**C.** Navigation:

- **Next** button: Saves your data and takes you to worksheet **W1C1**, the next step that you need to fill out under administrative levels and population. You can only press OK if the form is filled in with valid data and the percentages on the upper fields add up to 100%. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.
- **Back** button: Takes you back to **screen 131** without saving new data.

## Frequently asked questions

### ***What is the significance of the preschool-age, school-age, and adult populations? How should I define them?***

These age groups are related to MDA treatment for SCH school-age children and adults, and STH preschool-age children, school-age children, and adults. In the TIPAC, users should specify the ages for these groups depending on the standard age ranges treated for SCH and STH MDA by the national NTD program. These age groups may also be used for defining target populations for “Other” NTD interventions.

### ***I don't know the percentage for pregnant women and this group is not relevant to my program. Do I need to figure it out and fill it in?***

If none of your programs target pregnant woman you do not need to enter a valid number here. You can enter 0%, but be aware that the totals in the pregnant women column on **W1C1** will all say 0 and might look odd. Your country may have data on the percentage of the **female** population that are pregnant women; be sure to make the necessary calculations so that it is a reflection of the **total** population.

## SCREEN 141

This is the screen where you begin the process of calculating costs for each NTD in your program. Only NTDs that were chosen on **screen 121** can be selected here. PC-NTDs that were not chosen on **screen 121** are grayed out, and other NTDs that were not chosen do not appear on this screen.

After choosing an NTD on this screen, you will be taken to **worksheet W1C1** to enter disease burden codes for that NTD. For more information about disease burden codes, see Appendix B.

From there, you will proceed to **screen 145**, where you will select districts and enter target populations for MDA (PC-NTDs) or other interventions ("Other" NTDs).

**Districts and populations targeted for NTD intervention** ? Save file

**A PC-NTDs**

LF	<b>C</b> Not started
Oncho	Not started
SCH	Not started
STH	Not started
Trachoma	Not started

**B Other-NTDs**

Disease name 1	Not started
Disease name 2	Not started
Disease name 3	Not started

**D Other actions**

Review target populations **DONE**

141

### On this screen

- A. List of PC-NTDs**
- B. List of other NTDs**
- C. Status drop-down lists.** These optional lists are to help you keep track of your progress in the tool. You must change them manually. They default to "Not started."
- D. Other actions:**
  - **Review target populations.** Takes you to **screen 199**.



## SCREEN 145

This is the screen used for identifying which years and in which districts a particular NTD will be treated by your program based on the disease burden codes you entered on **worksheet W1C1**. You will be directed to this screen multiple times—at least once for each NTD, and up to four times for PC-NTDs that administer treatments by age subgroup or in rounds of treatment. More specifically, you will be directed to this screen multiple times for the following NTDs:

- **LF:** Three times, to select districts targeted for MDA, lymphoedema management, and hydrocele.
- **Oncho:** Twice, to select districts targeted for MDA in Round 1 and Round 2.
- **SCH:** Twice, to select districts targeted for school-aged MDA and then high-risk adult MDA.
- **STH:** Four times, to select districts targeted for MDA for pre-school aged Round 1, school-aged Round 1, high-risk adult Round 1, and Round 2 total.
- **Trachoma:** Twice, to select districts targeted for MDA and then Trichiasis surgery.
- **“Other” NTDs:** Once, to select districts targeted for at least one of the two interventions you define. If the district is targeted for only one of the interventions you can enter 0 as the target population for the other district on **W1C1**. It is recommended that you enter your two interventions in the notes box for future reference.

**It is very important to view the age subgroup and/or current treatment round, or intervention at the top of the screen to ensure you are selecting districts and years for the intended group or round.**

To select and deselect districts for targeted intervention, you can click cells in the table and/or use the radio buttons based on the disease burden codes. Selected cells are highlighted in blue (on most computer displays), indicating a particular district (or the equivalent administrative level) that you wish to target for intervention in a particular fiscal year.

### How to select districts and years to target for each intervention

1. On the table, click a check box to select the year (or years) for which you want to make selections.
2. Click on a radio button to select districts by group. Options include: select all districts, select all districts with endemic disease burden codes (for PC diseases) or at-risk codes (for other diseases), select all districts that are selected in the previous or following year, or deselect all districts.
3. Click the Apply button to apply your choice to the selected year (or years).
4. Click on individual districts to select or deselect them if you need to make modifications.
5. You can also click on individual region names to select all of the districts within that region that correspond to the button you have selected. For example, select all above 0, or select same as previous year.

**Districts and populations targeted for NTD intervention** Save file

**Identify districts targeted for**

Choose year(s) in the table to the right and use the options below to help select/deselect multiple districts at one time based on the disease burden or at risk codes.

Click directly on the district name in the table to activate selections and/or use the button to apply selections to all districts.

**A** ☐ Select all  
☐ Select above 0  
☐ Select same as previous year  
☐ Select same as following year  
☐ Deselect all

Apply to all districts in selected years

**B** as entered for year 1  
0: Not at-risk  
1: At-risk  
M: Not mapped/unknown

?	REGION	DISTRICT	<input type="checkbox"/> FY 2013	<input type="checkbox"/> FY 2014	<input type="checkbox"/> FY 2015	<input type="checkbox"/> FY 2016	<input type="checkbox"/> FY 2017
		C	E				

**G** Total districts selected: 0 0 0 0 0

**F** Save selections Revert to last saved selections

**H** Back NEXT

145

## On this screen

- A. Disease burden/at-risk radio buttons.** Use these buttons to select all districts, select all districts with an endemic or at-risk code, select all districts that are selected in the previous or following year, or deselect all districts. Once you have made your choice, click the Apply button to apply it to the selected year or years.
- B. Disease burden/at-risk code reference.** The disease burden or at-risk codes for the current NTD are provided here for your reference. For more information about disease burden codes, see Appendix B.
- C. A list of your districts.** You will see your regions and districts (or the equivalent, if you are using different terms for your country). These figures come from your previous entries in the Base Data module (on [screen 131](#) and [worksheet W1C1](#)).
- D. Years of MDA treatment.** You need to click on the check box(es) to select the year (or years) for which you want to make selections.
- E. Disease burden/at-risk codes by district.** These columns display the disease burden codes you entered on [worksheet W1C1](#).
- F. Save selections and Revert to last saved selection buttons.** You can use these buttons to save your current selections in the table, or revert to your most recent save. For example, after you select districts for the first fiscal year, you can press the Save selections button before you begin selecting districts for the second fiscal year. This way, if you make a mistake for the second year, you can press the Revert button and your first year selections will remain unchanged.

- G. Total districts selected.** These totals show the number of districts selected for MDA treatment for each year.
- H. Navigation:**
- **Next** button: Saves your data and takes you to the next screen in the workflow, either **screen 145** to select districts for other treatments of this same NTD, **screen 146** (for LF), or **worksheet W1C1**. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.
  - **Back** button: Takes you back to the previous screen.

## Frequently asked questions

***My country plans to map a district for LF in the first year of analysis. We suspect it is endemic above the treatment threshold because of the number of cases reported and its proximity to other endemic districts, and so would like to include MDA in subsequent rounds. How can I do this?***

You should classify the district as “M” (needing to be mapped). On **screen 145**, you can select that district as targeted for MDA in subsequent years, even though it has an “M”. You can update the code later once the results of the mapping are finalized. If the results of the mapping survey later turn out to be below the prevalence threshold for treatment, then you would have to manually deselect the districts that were presumed to require treatment.

***Even though several districts in my country have not been mapped for an “other” NTD, they are known to be at risk and have populations targeted for certain interventions. Should I enter a disease burden code of 1 (at risk) or M (unknown/needs to be mapped)?***

If there are known target populations for interventions of the disease, you can enter “M” and still select these districts as targeted for the intervention on **screen 145**. You can then enter the known target populations on **screen 145**. When you get to the Activity Costs module, this will allow you to allocate costs based on the target population and give you the option to view the mapping needs if you are entering a mapping activity.

Alternatively, you could enter the disease burden code as “1”, but would need to remember that this district requires mapping when entering a mapping sub-activity, because when selecting to view districts requiring mapping, only those assigned a code “M” will appear.

## SCREEN 146

This is the screen where you will choose the drug combination to be used for LF mass drug administrations. Your choice will depend on whether oncho is endemic to your country.

### On this screen

- A. Which drug combination will be used for LF MDA?** DEC + ALB may be used in countries without oncho. IVM + ALB is used when LF and oncho are endemic to your country.
- B. What percentage of the total population is targeted for LF MDA?** Enter the percentage of total population targeted for LF MDA. The numbers next to the field show the population percentages for the corresponding age groups and are provided for your reference. If you choose DEC + ALB, you should reference the  $\geq 2$  years percentage; if you choose IVM + ALB, you should reference the  $\geq 5$  years percentage. You should also keep in mind that pregnant women, the seriously ill, and lactating women in first week after birth (in the case of IVM) should not be treated. If you know those percentages, you should subtract from the total.
- C. Navigation:**
  - Next** button: Saves your data and takes you to **worksheet W1C1**. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. To save the TIPAC, press the Save button in the top right corner of the screen.
  - Back** button: Takes you back to **screen 145**, to select/deselect districts.

## SCREEN 147

The purpose of this screen is to enter the names of interventions with specific and known target populations that will be used to cost multiple activities for each non PC NTD you selected. These names can be up to 25 characters and will appear throughout the tool and on the reports. Examples of interventions might include case detection, case management, immunization, or environmental management.

### On this screen

**A. Enter intervention description.** Each NTD must have at least one intervention description. If a disease is targeted for more than two interventions, you have a few options:

- You can select the two most common interventions and only include target districts and populations for those interventions in **W1C1**.

For example, for Disease A, case detection, case management, and water improvement efforts are your targeted interventions. If case detection and water improvement efforts occur in most districts, while case management only occurs for a few cases in highly endemic districts, you could choose to enter "Case detection" and "Water improvement" as your two interventions, as these will have the majority of intervention costs. You could add costs for case management with the Case detection intervention, but will not be able to enter a target population for this Intervention, and therefore, should not distribute costs based on target populations or use ratios when creating costs. In other words, you can choose two main interventions that are carried out in the largest number of districts or target population, and include subset interventions within the main intervention. Note that ratios should not be used when costing sub-activities for these interventions, as they may incorrectly inflate the costs. It is recommended to include an explanation of the interventions in the notes box.

- You can group interventions that are integrated. The target population that you enter on **W1C1** would be the maximum value across the interventions. When entering the costs for an activity that does not target all of the interventions in a group, you should remember that the target population for the intervention/s included in the activity may be less than that which was entered, and should take care when selecting ratios. It is recommended to include an explanation of the grouped interventions in the notes box.

For example, if surgeries, water improvement efforts, and sanitation improvement efforts are your targeted interventions, and water and sanitation efforts are primarily integrated, you could call intervention 1 “Surgeries” and Intervention 2 “Wat/San Improvement”. If District A targets 1000 people for water improvement and 2000 people for sanitation improvement, the total target population for this district would be 2000. If there is a non-integrated activity that targets only water improvement populations, weighting the costs by target population or using a target population ratio to calculate costs will inflate your costs as it will be using 2000, instead of 1000 as the target population.

- If interventions do not have overlapping targeted districts or populations, you can group the interventions into two and then sum the target populations for each intervention in **W1C1**; however, this may result in a target population that is higher than the total population in a district and is therefore not a recommended solution. If you need to group interventions in this way, please note that ratios should not be used when costing sub-activities for these interventions, as they may incorrectly inflate the costs.

If your target interventions are case detection, immunization, and surgery, and immunization and surgeries do not have overlapping populations or integrated activities, you could enter “Case detection” and “Immunization/surgery” as your interventions. On **W1C1** you would enter the sum of the immunization and surgery target populations. When entering the costs for one intervention, you should not use ratios or weight the cost by target population.

- B. Notes.** You can enter any information in the notes section. The notes are not visible elsewhere in the tool and are only for your reference.
- C. Navigation:**
- **Next** button: Saves your data and takes you to **worksheet W1C1**. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. To save the TIPAC, press the Save button in the top right corner of the screen.
  - **Back** button: Takes you back to **screen 145**, to select/deselect districts.

## SCREEN 160

Use this screen to enter per diem rates for your country. The amounts you enter here will be assigned to personnel in the Activity Costs module. You can add, change, or delete per diems early in the TIPAC process with a per diem schedule or later while entering line items. You can reach this screen from the Base Data menu ([screen 101](#)) or the personnel costs section of Activity Costs module (from the “Add/edit/delete per diems” link on [screen 221](#)).

**Important note:** These per diems are used throughout the TIPAC, meaning if you change them, they will change throughout the tool, including on line items already entered. This gives you the opportunity to enter all of your data and then come back and change the per diems levels to see how that affects total costs and funding gaps.

### On this screen

- A. List of per diem names and rates.** Current per diem names and rates are listed to help you keep track of your per diems. The rates shown will be applied whenever the associated per diem is included as a personnel cost in the Activity Costs module. If you change any of these amounts at a later time, the costs will be updated throughout the tool, including on line items whenever the associated per diem was applied. Note that per diem rates must be entered using the currency selected in [screen 111](#).
- B. Add new per diem.** This is where you can enter a new per diem name and rate. Note that per diem rates must be entered using the currency selected in [screen 111](#).
- C. Edit selected per diem.** This is where you can edit a per diem name and rate. Changes made here will be updated on all applicable line items.

- D. Delete per diem.** This is where you can delete per diems. The TIPAC will only allow you to delete per diems that are not associated with any line items. Line items will need to be deleted before a per diem can be deleted.
- E. Navigation:**
- **Done** button: Takes you back to your previous screen, either the Base Data menu on **screen 101** or to enter personnel costs on **screen 221**. The data you enter here will be recorded, but pressing this button does not save your actual TIPAC file. To save your file, press the Save button in the top right corner of the screen.

## Frequently asked questions

***In addition to per diems, many personnel also receive an allowance for M&E, or transportation and incidentals. Where should I enter that information?***

You can add that information (or any other costs) as part of the per diem, or add it to each line item as an additional cost per personnel (on **screen 221**).

***If I change my per diem rates, will they automatically update throughout the tool for all personnel they apply to?***

Yes. Per diem rates will update for all personnel to which they apply. Any line items associated with those rates will update automatically as well.



## SCREEN 171

Users can enter and review their cost classification items, as well as add new ones and edit or delete existing ones by clicking on the corresponding actions at the bottom of the screen.

### On this screen

- A. Classification selection.** The TIPAC itemizes costs by eight cost classifications: personnel, transport (owned), transport (hired), supplies, equipment, consultants, not-itemized, and other. Personnel are selected by default and the corresponding personnel cost classification items automatically display in the box on the right. You can select other cost classifications to view their corresponding information.
- B.** This box shows the cost classification items that you have already entered. The columns change as based on the selected classifications. To edit or delete an item, the line needs to be selected from this box before choosing one of the “Other actions for personnel” links.
- C. Other actions:**
  - **Add new.** This takes you to a screen to add new cost classification items. The destination screen depends on which cost classification is selected. Depending on your choice, you will be taken to [screen 221n](#), [screen 222n](#), [screen 223n](#), [screen 224n](#), [screen 225n](#), [screen 226n](#), or [screen 227n](#).
  - **Edit selected.** This takes you to a screen to edit the cost classification item you selected. Depending on your choice, you will be taken to [screen 221n](#), [screen 222n](#), [screen 222n](#), [screen 224n](#), [screen 225n](#), [screen 226n](#), or [screen 227n](#).
  - **Delete selected.** This will delete the cost classification item you selected above in B. If the item is currently being used in any line items, you will instead see a message indicating the number of line items it is used in. The item cannot be deleted until it is no longer in use in the tool.
- D. Navigation:**
  - **Done button:** Takes you back to the Base Data menu, [screen 101](#). Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.

## SCREEN 199

On this screen you can view the disease burden and target population for a NTD by district for any year of your program. You can reach this screen from the “Review target populations” link on **screen 141** and other screens throughout the tool.

### On this screen

- A. Select disease intervention.** Drop-down list of NTDs in your program, as selected on **screen 121**.
- B. Select fiscal year.** Drop-down list of the years in your program, as specified on **screen 111**.
- C. List of NTD demographic data.** This box shows the disease burden and target population data that you have already entered into the TIPAC. The columns change based on which NTD you select. To edit any items, you will need to return to the **worksheet W1C1**
- D. Export table data.** This link will create a new Excel worksheet with all the data currently in your table.
- E. Navigation**
  - **Done** button. Takes you back to the previous screen.

# Activity Costs module

The Activity Costs module will help you compute the costs of specific program activities by allowing you to define and assign a cost to the different components, or cost classifications, involved in each activity (such as personnel, transportation, supplies, equipment, etc.).

The TIPAC organizes each cost line item by cost category, activity, sub-activity, and cost classification. The two cost categories are implementation costs and operational costs. Each activity that is listed under the two categories contains many sub-activities. Each sub-activity has costs assigned to one or more of the eight cost classifications. Finally, each cost that is included is provided a description.

For example, your program may have several sub-activities as part of strategic planning, including an annual review meeting and a national stakeholders meeting. Both of these can be considered part of the “Strategic Planning” activity under the cost category of “implementation costs.” Each one of these sub-activities (the annual review meeting and the national stakeholders meeting) will have cost classifications associated with it, which will need to be described and assigned a cost.

A line item in the TIPAC:

**Cost category → Activity → Sub-activity → Cost classification → Description**

Example line items:

**Implementation costs → Strategic planning → Annual review meeting → Supplies → Notebooks**

**Operational costs → Program office → Communications → Supplies → Postage**

**Implementation costs → Training → Training of trainers → Personnel → Drivers**

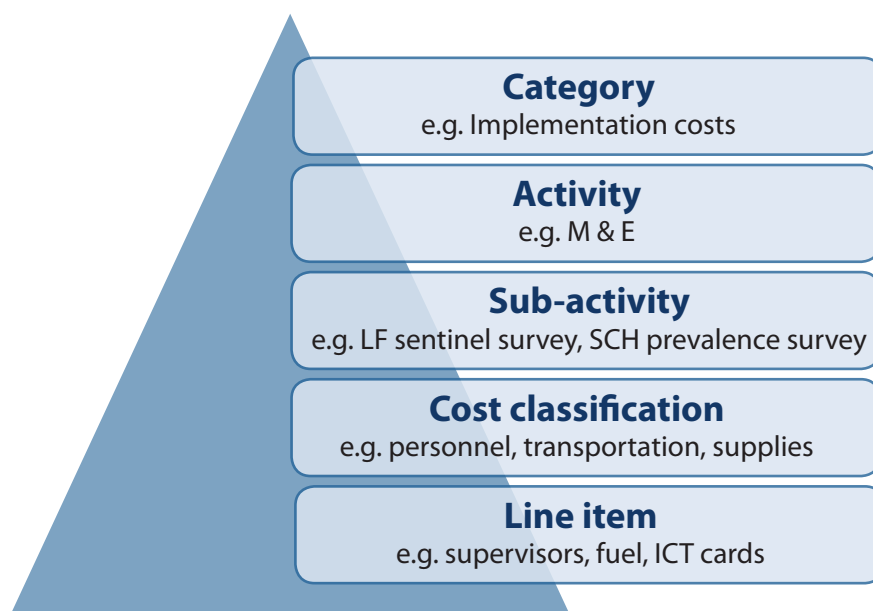
**Important note:** As you enter cost line items, you can view the running total for all program, activity, and sub-activity costs by using the Total buttons at the bottom of most screens in this module. The totals shown only include the first year of your program.

Before you begin entering data, it’s a good idea to think through most of the activities and sub-activities you will need to describe your program, even if your list is incomplete. For example, whether you choose to call something an activity or a sub-activity has more to do with the overall size and complexity of your program rather than the nature of the activity itself. By thinking through your activities and sub-activities, you can estimate the amount and number of groupings you’ll need and how best to organize them.

The following terms will be used frequently throughout the TIPAC, particularly in this module:

- **Line item:** This is a single cost in the TIPAC. All line items will be associated with a description, cost classification, sub-activity, activity, cost category, one or more districts, and one or more years.
- **Cost category:** The two cost categories in the TIPAC are implementation costs and operational costs. Implementation costs are related to activities to implement interventions for NTD control/elimination (for example, planning meetings or mapping). Operational costs are necessary for program implementation but are not related to specific activities (for example, NTD secretariat operating costs or utility bills).

- **Activity:** Your program will include a variety of activities. Some default activities in the TIPAC include mapping, training, and social mobilization.
- **Sub-activity:** Each activity will be divided into sub-activities—for example, “National stakeholder’s meeting” could be a sub-activity within the activity “Strategic planning,” or “Training of teachers” could be a sub-activity within the activity “Training.”
- **Cost classification:** The TIPAC itemizes each cost by one of eight cost classifications: personnel, transportation (owned), transportation (hired), supplies, equipment, consultants, other, and non-itemized.
- **Description:** The name of the line item. For example, “pencils” under supplies, or “4x4” under transportation (owned).



## Screens in the Activity Costs module

- 001:** Screen for choosing a module
- 202:** Screen for choosing an activity
- 202n:** Screen for adding, editing, duplicating, or deleting an activity
- 204:** Screen for choosing a sub-activity
- 204n:** Screen for adding, editing, duplicating, or deleting a sub-activity
- 204nd:** Screen for entering and editing sub-activity allocations
- 220:** Screen for choosing cost classifications for line items within a sub-activity
- 221:** Screen for entering personnel costs
- 221n:** Screen for adding, editing, deleting personnel
- 222:** Screen for entering owned transportation costs
- 222n:** Screen for entering or editing an owned vehicle
- 223:** Screen for entering hired transportation costs
- 223n:** Screen for entering or editing a hired vehicle
- 224:** Screen for entering supply costs
- 224n:** Screen for entering or editing a supply item
- 225:** Screen for entering equipment costs
- 225n:** Screen for entering or editing equipment
- 226:** Screen for entering consultant costs
- 226n:** Screen for entering or editing a consultant
- 227:** Screen for entering "other" costs
- 227n:** Screen for entering or editing an "other" cost item
- 228:** Screen for "not itemized" costs
- 230:** Screen for reviewing a cost entry before saving
- 240:** Screen for confirming you want to save a cost entry
- 250:** Screen for choosing another action after saving a cost entry
- 999:** Screen with an editable list of line items

## SCREEN 202

Every line item in the TIPAC has a cost associated with it. This screen is where you begin the process of choosing a cost category, then an activity, sub-activity, and cost classification with which to associate that line item. First select a cost category and the activity for which you will be defining sub-activities, and then click the Next button to continue calculating costs for the selected activity.

### How to select an activity to cost

1. Select a cost category
2. Select an activity
3. Click the Next button

You can track your progress through this module using the notes field and status drop-down list on the right.

**Activity costs menu** English Save file

**Choose a category:**  
**A** ☒ Implementation costs ☐ Operational costs

**Select an activity to cost:**  
**C** ☒ LCU ☐ USD ☐ EURO

Activity	FY 2013 total	Status
<b>B</b> Strategic planning	0	Not started
Advocacy	0	Not started
Mapping	0	Not started
Monitoring and evaluation	0	Not started
Drug logistics	0	Not started
Social mobilization	0	Not started
Training	0	Not started
MDA registration	0	Not started
MDA drug distribution	0	Not started
Morbidity control and surgery	0	Not started
Vector control	0	Not started

**D Strategic planning**

Status: Not started

Notes: ?

**Other actions**

**F** Add/edit/duplicate/delete activities

**E** FY 2013 Program Total: LCU 0

**G** Modules **NEXT**

202

## On this screen

- A. Cost category.** The two cost categories in the TIPAC are implementation costs and operational costs.
- B. List of available activities** under the selected cost category. The first column shows the activities for the cost category selected above. The second column shows the running total cost (for the first year of your program, in the selected currency). The third column shows each activity's status (determined by the status you select in the drop-down list). The first time you use the TIPAC, you will see multiple default activities. You can add custom activities by clicking on "Add/edit/duplicate/delete activities" under "Other actions".
- C. Currency options.** All amounts on the screen will be shown in the currency you choose. The amounts are based on the exchange rates you entered in Base Data: General information ([screen 111](#)). **Please note, all costs entered in this module must be in the currency selected in Base Data: General information ([screen 111](#)).**
- D. Activity status and notes.** This helps track your progress through this module. (The TIPAC will not automatically update the status for you). The status drop-down list has the following options to assign an activity: "Not started," "In progress," "Completed," "Not applicable," and "Review." "Not applicable" can be used if a particular activity or sub-activity will not be implemented in your country in the year of analysis. "Review" is the defaults status for all activities and sub-activities after the TIPAC is converted or transferred for a new year. (See Appendices E and F for more information.) The status for individual activities and sub-activities is shown in the Reports module. You can use the notes field to enter information regarding a specific activity. A note for a given activity will only appear when that activity is selected, and only on this screen. The notes are not visible elsewhere in the tool, and are only for your reference.
- E. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.
- F. Other actions:**
  - **Add/edit/duplicate/delete activities.** This takes you to [screen 202n](#), where you can add a new activity, change the name of an activity, duplicate an activity, or delete an activity. When you edit an activity, changes will apply to all sub-activities, line items, and funding associated with this activity. The TIPAC will only allow you to delete activities that have no sub-activities, costs, or funding associated with them. Any of these items will need to be deleted before an activity can be deleted. Additionally, there is no maximum number of activities.
- G. Navigation:**
  - **Next** button: When you select a cost category and an activity and press the Next button, you will be taken to [screen 204](#) to choose a sub-activity.
  - **Modules** button: Takes you back to the Modules menu, where you can access other modules or return to the main menu.

## SCREEN 202n

You will see this screen when you click “Add/edit/duplicate/delete activities” on **screen 202**. You can add a new activity, change the name of an activity, change the cost category of an activity, duplicate an activity, or delete an activity on this screen.

**Important note:** When you change an activity’s name here, that activity’s name will be updated throughout the TIPAC, including in existing funding and line items.

Activity	Category	Running total ()
Strategic planning	Implementation costs	0
Advocacy	Implementation costs	0
Mapping	Implementation costs	0
Monitoring and evaluation	Implementation costs	0
Drug logistics	Implementation costs	0
Social mobilization	Implementation costs	0
Training	Implementation costs	0
MDA registration	Implementation costs	0
MDA drug distribution	Implementation costs	0
Morbidity control and surgery	Implementation costs	0
Vector control	Implementation costs	0

### On this screen

- A. List of activities.** This table shows a current list of activities, the cost category assigned to each activity, and the running total cost for each activity in the first year of your program.
- B. Add new activity.** This is where you can enter new activities. After typing the name of an activity, assign a cost category by choosing “implementation costs” or “operational costs.”
- C. Edit selected name.** This is where you can edit activity names. Changes made here will be applied to all sub-activities, line items, and funding associated with the activity.
- D. Change category.** This is where you can change the cost category associated with an activity.
- E. Duplicate.** This will copy the selected activity by duplicating its name (but adding an extension, such as “\_2”) and all sub-activities, line items, and NTD, months, and district selections. You will probably want to choose a more descriptive name by clicking “Edit selected name.”
- F. Delete activity.** This is where you can delete activities. Activities can only be deleted if they have no sub-activities, costs, or funding associated with them. Any of these items will need to be deleted before an activity can be deleted.
- G. Navigation:**
  - **Done button:** Takes you back to **screen 202**, where your changes will now appear. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.



## SCREEN 204

To assign costs to a sub-activity, select a sub-activity from the list and then click the Next button. The first time you click Next with a new sub-activity, you will first go to **screen 204nd** to indicate how costs for that sub-activity will be allocated by district.

You can track your progress through this module using the notes field and status drop-down list on the right.

**Sub-activity** Save file

Implementation costs > Strategic planning

**Select a sub-activity to cost:** C ☒ LCU ☐ USD ☐ EURO

Sub-activity	FY 2013 total	Status
National stakeholders meeting	0	Not started
Technical planning meeting	0	Not started
Annual review meeting	0	Not started

**National stakeholders meeting**

Status: Not started

Notes: ?

**National stakeholders meeting**

Months selected:

NTDs selected:

Cost allocation method: Evenly among districts

Total number of districts selected: 0

Total target population:0

**Other actions**

Add/edit/duplicate/delete sub-activities

Edit allocations

Back NEXT

**FY 2013 Program Total: LCU 0** **Strategic planning: LCU 0**

204

### On this screen

- A. List of sub-activities** for the selected activity. The second column shows the running total cost for each sub-activity (for the first year of your program, in the currency selected above). The third column shows each sub-activity's status, as determined by the status you select in the drop-down list on the right side of the screen.
- B. Current allocations.** Shows the current allocations for the sub-activity, including the selected NTDs, months, and number of districts in which the sub-activity occurs, and whether the costs for that sub-activity are distributed evenly across those districts or weighted by the target population. If you have not yet determined allocations for the selected sub-activity, these will appear grayed out.

- C. Currency options.** All amounts on the screen will be shown in the currency you choose, even if they were originally entered in a different currency.
- D. Sub-activity status and notes.** This helps track your progress through this module. The status drop-down list has the following options to assign a sub-activity: "Not started," "In progress," "Completed," "Not applicable," and "Review." "Not applicable" can be used if a particular activity or sub-activity will not be implemented in your country in the year of analysis. "Review" is the default status for all activities and sub-activities after the TIPAC is converted or transferred (see Appendices E and F for more information). The status for individual activities and sub-activities is shown in the Reports module. You can use the notes field to enter information regarding a specific sub-activity. A note for a given sub-activity will only appear when that sub-activity is selected, and only on this screen. The notes are not visible elsewhere in the tool, and are only for your reference.
- E. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items.
- F. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items for that activity.
- G. Other actions:**
- **Add/edit/duplicate/delete sub-activities.** Takes you to **screen 204n**, where you can add a new sub-activity.
  - **Edit allocations.** Takes you to **screen 204nd**, where you change the allocations of the selected sub-activity including selected NTDs, districts, and cost distribution method.
- H. Navigation:**
- **Next button:** When you select a sub-activity and press the Next button, you will be taken to **screen 220** to choose a corresponding cost classification. The first time you click Next with a new sub-activity, you will first go to **screen 204nd** to choose NTDs, districts, and cost allocation for that sub-activity.
  - **Back button:** Takes you back to the Activity Costs menu on **screen 202**.

## SCREEN 204n

You can create a new sub-activity or change existing sub-activities on this screen. Possible changes include duplicating a sub-activity, changing the name of a sub-activity, changing the activity tied to a sub-activity, or deleting a sub-activity. You will see this screen when you click “Add/edit/duplicate/delete sub-activities” on [screen 204](#).

Sub-activity	Activity	Running total (\$)
National stakeholders meeting	Strategic planning	0
Technical planning meeting	Strategic planning	0
Annual review meeting	Strategic planning	0
National advocacy meeting	Advocacy	0
Regional/district advocacy meeting	Advocacy	0
Integrated Mapping 1	Mapping	0
Integrated Mapping 2	Mapping	0
Integrated Mapping 3	Mapping	0
LF Mapping	Mapping	0
Oncho Mapping	Mapping	0
SOH Mapping	Mapping	0
STH Mapping	Mapping	0
Trachoma Mapping	Mapping	0
MDA1 coverage survey	Monitoring and evaluation	0
MDA2 coverage survey	Monitoring and evaluation	0
MDA3 coverage survey	Monitoring and evaluation	0
MDA4 coverage survey	Monitoring and evaluation	0
MDA5 coverage survey	Monitoring and evaluation	0
LF sentinel/spot check site survey	Monitoring and evaluation	0
LF transmission assessment survey	Monitoring and evaluation	0
ONCHOS entomological survey	Monitoring and evaluation	0
ONCHOS epidemiological survey	Monitoring and evaluation	0
SOH and/or STH prevalence survey	Monitoring and evaluation	0
Trachoma prevalence survey	Monitoring and evaluation	0
Severe adverse effects (SAE)	Monitoring and evaluation	0
Drug importation	Drug logistics	0
Drug transportation	Drug logistics	0
Drug storage	Drug logistics	0
Drug repackaging	Drug logistics	0
Development of IEC materials	Social mobilization	0

### On this screen

- A. List of sub-activities.** This table shows a current list of sub-activities, the activity associated with each sub-activity, and the running total cost for each sub-activity for the first year of your program.
- B. Add new sub-activity.** This is where you can enter new sub-activities. After typing the name of a sub-activity, select which activity the sub-activity falls under using the drop-down list.
- C. Edit selected name.** This is where you can edit the names of sub-activities. When you edit a sub-activity, changes will apply to all line items associated with the sub-activity.
- D. Change activity.** This is where you can change the activity associated with a sub-activity. Select the appropriate activity using the drop-down list.
- E. Duplicate sub-activity.** This will copy the selected sub-activity by duplicating its name (but adding an extension, such as “\_2”) and line items, as well as all of its NTD, months, and district selections. The new sub-activity will remain within the same activity. You will probably want to choose a more descriptive name by clicking “Edit selected name.”
- F. Delete sub-activity.** This is where you can delete sub-activities. The TIPAC will not allow you to delete sub-activities associated with existing line items.
- G. Navigation:**
  - **Done button:** Takes you back to [screen 204](#), where your changes will now appear. You can only press “Done” if the form is filled in with valid data. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. To save your file, press the Save button in the top right corner of the screen.

## Frequently asked questions

### ***What if I want to duplicate a sub-activity, but it should be in a different activity than the original activity?***

You can duplicate the sub-activity and then change the activity. First select the sub-activity you want to duplicate from the list on the left. After you duplicate it using the “Duplicate sub-activity” feature, the name of the newly created sub-activity will appear at the bottom of the list on the left. Select the sub-activity you just created, and then use the “Change activity” feature to pick a new activity name from the drop-down list.

## SCREEN 204nd

This is the set of screens used for allocating the costs of a sub-activity across districts. It consists of six tabs, which are listed below. You will need to work through each tab to allocate the costs of the sub-activity you selected on **screen 204**.

The TIPAC allocates costs at the district level based on your entries on this screen. This allows you to both see costs by district and apply funding by district.

**Important note:** Make sure you understand the difference between allocating costs evenly versus weighting them based on the target population. For example, if you have two districts, one with 900 targeted individuals and one with 100 targeted individuals, and you have \$1,000 of funding for those two districts, you could allocate them evenly (\$500 for each district) or weight based on the target population (\$900 for the district with 900 targeted individuals and \$100 for the district with 100 targeted individuals).

### How to select districts for sub-activity calculations

1. Indicate when a sub-activity will be implemented.
2. Choose how to allocate costs for this sub-activity across districts.
3. Choose applicable NTDs for this sub-activity.
4. Select districts for this sub-activity.
5. Review your entries and click “Next” to proceed to the next costing screen.

### On the Months tab

- A. Months.** Check the months in your first fiscal year to indicate when the sub-activity will be implemented. You can continue without indicating any months for the sub-activity, but on the work planning timeline in the Reports, this sub-activity will be blank.

## On the Allocation method tab

Sub-activity allocations

Implementation costs > Strategic planning > National stakeholders meeting

Instructions | Months | Allocation method | NTDs | Select districts | FINISH

**Allocation method**

**A** Choose how to allocate sub-activity costs to districts:

☐ Weighted average by target population

☒ Evenly among districts

- A. Allocation method.** Choose how to allocate costs for the sub-activity across districts by clicking either “Weighted average by target population” or “Evenly among districts.”

For example, for a strategic planning meeting, the costs might be evenly divided by district. On the other hand, for other sub-activities, such as ones that directly involve drug administration, the costs may be much higher in districts with a higher targeted population, so it is best to weight those costs based on the target population.

## On the NTDs tab

Sub-activity allocations

Implementation costs > Strategic planning > National stakeholders meeting

Instructions | Months | Allocation method | NTDs | Select districts | FINISH

**NTDs**

Check all applicable target groups for this sub-activity: **A**

**PC-NTDs**

**LF** ☐ MDA ☐ Lymphoedema cases ☐ Hydrocele cases

**Oncho** ☐ Round 1 MDA ☐ Round 2 MDA

**SCH** ☐ School aged children MDA ☐ High risk adults MDA

**STH** ☐ STH1 Pre-school aged children ☐ STH1 School aged children MDA ☐ STH1 High risk adults MDA ☐ STH2 MDA

**Trachoma** ☐ < 6 months MDA ☐ 6-59 months MDA ☐ ≥ 5 years MDA ☐ Trichiasis surgeries

**Other-NTDs**

NTD Name	Intervention 1	Intervention 2
NTD6 Name	<input type="checkbox"/> Intervention 1	<input type="checkbox"/> Intervention 2
NTD7 Name	<input type="checkbox"/> Intervention 1	<input type="checkbox"/> Intervention 2
NTD8 Name	<input type="checkbox"/> Intervention 1	<input type="checkbox"/> Intervention 2

- A. NTDs.** Check all applicable NTD interventions for this sub-activity.

## On the Select districts tab

**Sub-activity allocations**

Implementation costs > Strategic planning > National stakeholders meeting

Instructions | Months | Allocation method | NTDs | **Select districts** | FINISH

**Select intervention districts**

Identify years and districts to be included in sub-activity cost:

Choose years and districts in the table to the right and use the options below to help select/deselect multiple districts at one time.

Click directly on the region or District name in the table to activate selections and/or use the button to apply selections to all districts.

☐ Select all **F**

☐ Select intervention districts

☐ Select same as previous year

☐ Select same as next year

☐ Deselect all

**G** Apply to all districts in selected years

Save selections **H** Revert to last saved selections

**I** Review target populations

Regions	Districts	<input type="checkbox"/> FY 2013	<input type="checkbox"/> FY 2014	<input type="checkbox"/> FY 2015	<input type="checkbox"/> FY 2016	<input type="checkbox"/> FY 2017
	<b>A</b>	<b>C</b>		<b>B</b>		

show mapping districts ☐

Total districts selected: **D** 0 0 0 0 0

Total target population selected (FY 2013): **E** 0 0 0 0 0

**Select districts.** Select all districts for each year for your sub-activity. If the sub-activity is country-wide, you should select all districts. To do this:

- On the table, click a check box to select the year (or years) for which you will want to allocate costs.
- Use the buttons to select/deselect multiple districts at one time. Options include: all districts, all districts with target populations, the same districts as the previous year, and the same districts as the next year.
- Click the Apply to all districts in selected years button to apply your choice to the selected year (or years).
- Click on individual districts to select or deselect them if you need to make modifications. You can also click on individual region names to select all of the districts within that region that correspond to the button you have selected.

- A. List of districts.** You will see a list of regions and districts (or the equivalent terms for your country) listed here. The names come from data entered in **worksheet W1C1** in the Base Data module.
- B. Years of sub-activity.** Click on the check box(es) to select the year (or years) for which you want to select districts.
- C. Target population by district.** The columns display the target populations based on the NTDs chosen on the NTDs tab and the target populations entered in **W1C1**. To see how target populations are calculated, see Appendix D.
- D. Total districts selected.** These totals show the number of districts that costs will be allocated to for the sub-activity.
- E. Total target population selected.** These totals show the size of the target population for the selected districts.

- F. Select/deselect districts** radio buttons. Use these buttons to select all districts, select all intervention districts, select all from the previous year, select all districts from the next year, or deselect districts.
- G. Apply to all districts in selected years** button. After clicking a select/deselect button, click this button to apply your choice to the year or years selected in the table to the right.
- H. Save selections** and **Revert to last saved selection** buttons. You can use these buttons to save your current selections in the table, or revert to your most recent save. For example, after you select districts for the first fiscal year, you can press the Save selections button before you begin selecting districts for the second year. This way, if you make a mistake for the second year, you can press the Revert button and your first year selections will remain unchanged
- I. Review target populations.** This link takes you to **screen 199** to view the disease burden and target population for a NTD by district for any year of your program.

## On the Finish tab

The screenshot shows a web application window titled "Sub-activity allocations". The breadcrumb trail is "Implementation costs > Strategic planning > National stakeholders meeting". The navigation tabs are "Instructions", "Months", "Allocation method", "NTDs", "Select districts", and "FINISH". The "FINISH" tab is active, showing a "Review and Finish" section. Under "Current allocations for", there are four rows of data: "Months selected" with values "Jan 13, Feb 13, Mar 13, Aug 13, Sep 13"; "Cost allocation method" with value "Evenly among districts"; "Number of districts selected (FY 2013)" with value "0"; and "Total target population (FY 2013)" with value "0". Below this, there is a section for "NTD target groups selected:" with values "LF, ONGHO1, STH PSA". At the bottom right, there are "Back" and "Next" buttons. A red letter 'A' is overlaid on the "Current allocations for" section, and a red letter 'B' is overlaid on the "Back" and "Next" buttons.

- A. Finish.** Review the data entered in all tabs. This is a summary of selections for the first year of the TIPAC. Selections for years 2-5 are not included in this summary.
- B. Navigation:**
  - **Next** button: Takes you to **screen 220** unless you had chosen "Edit sub-activity allocations" from **screen 204**, in which case it would take you back to **screen 204**.
  - **Back** button: Takes you back to **screen 204** without saving your choices. However, a message box will appear to ask you if you want to save your current allocations before continuing.



## Frequently asked questions

### ***How do I enter activity cost projections for five years?***

The TIPAC estimates five-year costs based on the cost allocation method you selected on the Allocations tab—either to allocate costs evenly across districts or weighted by target population. You can generate five-year cost projections in the reports module.

To find the cost for a particular sub-activity in Year 2 when costs are allocated evenly across districts, the TIPAC takes the total cost for all line items of that sub-activity in Year 1, divides that total by the number of districts the sub-activity takes place in during Year 1, and then multiplies that number by the number of districts chosen for Year 2, multiplied by an inflation rate provided by the user on the Report control panel. The calculation is repeated for years 3-5. If there are no districts selected in Year 1, then Year 2 (or Year 3, or Year 4, or Year 5, as applicable) is used as the base year.

For example, the cost of Development of IEC materials in year 1 is \$10,000 and is allocated evenly across all 5 targeted districts. In year 2, 6 districts are targeted and the inflation rate from Year 1 to Year 2 is 2.4%. The equation to calculate the costs in Year 2 will be:

$$\$10,000/5 * 6 * 1.024 = \$12,288$$

To project the cost for a particular sub-activity in Year 2 when costs are allocated by target population, the TIPAC takes the total cost for all line items of that sub-activity in Year 1, divides that total by the target population for that sub-activity in Year 1, and then multiplies that number by the target population for Year 2. (See Appendix D for more information on how the TIPAC calculates target populations.) The calculation is repeated for years 3-5. If there are no districts selected in Year 1, then Year 2 (or Year 3, or Year 4, or Year 5, as applicable) is used as the base year.

For example, the cost of Zithromax MDA in Year 1 is \$12,000 in 3 districts. The total target population in these 3 districts is 42,500 and the costs will be allocated based on the target population size. In Year 2, an additional district is targeted and the total target population will rise to 54,000. The inflation rate remains 2.4%. The formula to determine the costs in Year 2 is as follows:

$$\$12,000/42,500 * 54,000 * 1.024 = \$15,613$$

### ***I don't want to split the costs for a sub-activity evenly across NTDs included in that sub-activity. What should I do?***

If there is one NTD that should bear a much higher burden of the cost than the other NTDs for a particular sub-activity, you should enter it as a separate sub-activity instead.

### ***The annual planning meeting is at the national level and districts do not take on any of the costs. How do I enter a national level activity?***

The TIPAC assigns costs at the district level, so you should select all districts in your country and allocate the costs evenly between districts. In the Funders module, you should apply equal funding to all districts as well, so that it does not appear that one district is taking on a higher burden of costs.

***Trachoma has not been mapped in several districts in my country so these districts do not have identified target populations. What do I select on the NTD tab for a mapping activity?***

You can select any or all of the target populations to identify trachoma as the disease for the sub-activity, and you should allocate costs evenly between districts.

***One of my districts is highly endemic for a disease and requires two rounds of case detection per year. How do I enter both rounds?***

For districts that are highly endemic and require two rounds of case detection per year, in the same target population, you can enter this target population in the Base Data module. You can add an activity for one round of case detection with target populations from ALL districts requiring case detection. Then you can add another activity using only highly endemic districts to represent round two.

For districts that are highly endemic and require two rounds of case detection per year, with different target populations for each round, you should enter the sum of both rounds as the target population in the Base Data module. Then you will add only one activity, noting that highly endemic districts do case detection in two rounds.

## SCREEN 220

Once you've chosen a sub-activity on [screen 204](#), you need to begin calculating the costs for that sub-activity here within one or more of the eight cost classifications in the TIPAC: personnel, transportation (owned), transportation (hired), supplies, equipment, consultants, other, and not itemized. To assign costs for a cost classification within this sub-activity, select the applicable cost classification, and then click the Next button.

**Cost classifications** Save file

Implementation costs > Strategic planning > National stakeholders meeting

Cost classifications	FY 2013 total
<b>A</b> <input type="radio"/> Personnel	0
<input type="radio"/> Transportation (owned)	0
<input type="radio"/> Transportation (hired)	0
<input type="radio"/> Supplies	0
<input type="radio"/> Equipment	0
<input type="radio"/> Consultants	0
<input type="radio"/> Other	0
<input type="radio"/> Not itemized	0

**C**

Notes: ?

**B** ☒ LCU ☐ USD ☐ EURO

**G** Activity menu Back NEXT

**D** FY 2013 Program Total: LCU 0 **E** Strategic planning: LCU 0 **F** National stakeholder...: LCU 0 220

### On this screen

- A. List of cost classifications.** The second column shows the running total cost for that cost classification within this sub-activity (for the first year of your program, in the currency selected).
- B. Currency options.** All amounts on the screen will be shown in the currency you choose, even if they were originally entered in a different currency.
- C. Cost classification notes.** Use the notes field to enter information regarding a specific cost classification within this sub-activity. A note for a given cost classification will only appear when that cost classification is selected, and only on this screen. The notes are not visible elsewhere in the tool, and are only for your reference.
- D. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.

- E. Activity total** button. Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items in that activity.
- F. Sub-activity total** button. Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items in that sub-activity.
- G. Navigation:**
  - **Next** button: Takes you to another screen depending on the selected cost classification.
  - **Back** button: Takes you back to **screen 204**.
  - **Activity menu** button: Takes you back to the Activity Costs menu on **screen 202**, where you can view a current list of activities or access the Modules menu.

## SCREEN 221

If you choose the Personnel cost classification on **screen 220** and click the Next button, you will be taken to this screen to enter personnel costs for the current sub-activity.

**Important note:** Every time an employee is chosen for a line item on **screen 221**, this can affect the salary totals in the Reports module. If the employee is dedicated to your program full time (as indicated on **screen 221n**), then his or her full annual salary is already included in the salary totals in the Reports module. However, if the employee is not dedicated full time to your program, then the TIPAC will calculate his or her salary contribution based on the total days spent on events and traveling. (Specifically, the TIPAC will add up event days and travel days per district, divide that by the number of work days in the year, and then multiply the result by that employee's salary.) This total shows at the bottom in the shaded area under Total cost. For a more detailed explanation of salary total calculations, see Appendix A.

The screenshot shows the 'Personnel costs' window with the following elements:

- Navigation:** Implementation costs > Strategic planning > National stakeholders meeting > Personnel
- Buttons:** Save file (top right)
- Select personnel:**
  - A:** Drop-down menu showing 'Manager'.
  - B:** 'Add new personnel' button.
  - C:** 'Edit selected' button.
- Personnel costs:**
  - D:** 'Number' drop-down menu.
  - E:** 'Events (e.g., meetings):' drop-down menu.
  - F:** 'Days per event:' input field.
  - G:** 'Travel days per event (optional):' input field.
- Choose compensation method for personnel:**
  - H:** Radio button for 'Per diem'.
  - I:** 'for event days:' drop-down menu.
  - J:** 'for travel days:' drop-down menu.
  - K:** 'Add/Edit/Delete per diems' button.
  - L:** Radio button for 'Fixed allowance per event'.
  - M:** Radio button for 'No per diem or fixed allowance'.
- Additional cost:**
  - N:** 'Additional cost:' input field.
  - O:** 'Additional cost per personnel:' input field.
- Total cost:**
  - P:** 'Total cost:' label.
  - Q:** '0' value.
- Comments for cost entry (optional):**
  - R:** Text area for comments.
- Status of line item:**
  - S:** Drop-down menu showing 'Completed'.
- Buttons:** Activity menu, Back, NEXT
- Summary:**
  - T:** FY 2013 Program Total: LCU 0
  - U:** Strategic planning: LCU 0
  - V:** National stakeholder...: LCU 0
- Page Number:** 221

### On this screen

- A. List of personnel.** This drop-down list shows all of the personnel entered so far, here and in the Base Data module, in alphabetical order. You can also choose to list a cost as “non-itemized” if you do not want to assign a description to it.
- B. Add new personnel.** Takes you to **screen 221n**, where you can enter new personnel before returning to complete this screen. This same list of personnel will be available for selection throughout the Activity Costs module.

- C. Edit selected personnel.** Takes you to [screen 221n](#), where you can edit the selected personnel and corresponding data. Changes made to the corresponding data will be updated on all applicable line items.
- D. Personnel costs.** This is where you enter the number of individuals with the selected personnel title and the number of events they will attend (for example, “planning meetings”) for the current line item selected. Use the first drop-down to show how you will count personnel (either the total number, number per district, number per village, number per school, or number per 1,000 target population) and then enter that number in the box to the right. Use the second drop down to show how you will count events (either the total number of events or the number of events per district), and then enter that number in the box to the right. This is also where you set the number of days for the event, including optional travel days. If you go back to the sub-activity and change the number of districts where the sub-activity takes place, these totals will update automatically.  
  
Please note that usually either “number per district” or “events per district” will be appropriate, but not both. Users should review the Total Cost (G) to ensure that costs are not being inappropriately counted twice if both “number per district” and “events per district” are selected. Also, note that “Number per 1,000 target population” in the drop-down menu refers only to the target population, not to the total population—so if the districts selected for this sub-activity aren’t selected for an intervention, then this drop-down choice will not accurately capture the need.
- E. Compensation data.** Select the compensation method for personnel in the line item here (per diem for event days and travel days, fixed allowance, or neither). If you choose per diem for compensation, the choices for per diem levels shown in the drop-down lists will match those you enter on [screen 160](#). You can enter or alter per diem levels by clicking the “Add/edit/delete” per diems link. If at some point you change the default per diems on [screen 160](#), the totals for this line item will update automatically.
- F. Additional costs.** Enter any additional costs here, either per individual or for the line item overall. This amount updates if the number of individuals changes.
- G. Total cost.** Shows the total cost for this line item in the selected currency. The cost will keep updating as you make changes to the data on this screen or choose different currencies.
- H. Salary contribution.** If you indicated on [screen 221n](#) that the selected personnel are part-time (that is, their compensation is based on a percentage of days worked) and the salary is being tracked, the personnel’s salary contribution attributed to this activity is shown for your reference. See Appendix A for details on salary calculations.
- I. Districts, target population, number of villages, and number of schools.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).
- J. Line item comments.** Use the comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.
- K. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as “Not started,” “In progress,” “Completed,” “Not applicable,” or “Review.” When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to “Review.”

- L. Program total** button. Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items.
- M. Activity total** button. Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items in that activity.
- N. Sub-activity total** button. Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items in that sub-activity.
- O. Navigation:**
  - **Next** button: Takes you to **screen 230**, where you can review and confirm your entry before saving it.
  - **Back** button: Takes you back to **screen 220**.
  - **Activity menu** button: Takes you back to the Activity Costs menu on **screen 202**, where you can view a current list of activities or access the Modules menu.

## SCREEN 221n

This is the screen where personnel names can be added or edited, and accessed later from either **screen 221** or **screen 171** (in the Base Data module).

Each time you add personnel, it is important that you indicate employee type (that is, “government” or “non-government”) and how to calculate salary (“include entire salary” or “percentage based on days worked”). These selections will affect the salary totals in the Reports module. (See Appendix A for a more detailed explanation of salary total calculations.)

The screenshot shows a software window titled "Personnel" with a "Save file" button in the top right corner. The window contains several labeled sections:

- A Personnel title:** A text input field.
- B Do you want to track the salary for this personnel?** Two radio buttons: "Yes" (selected) and "No".
- C Annual salary:** A text input field.
- F Include:** Two radio buttons: "Entire salary" (selected) and "Percentage based on days worked".
- E Employee type?** Two radio buttons: "Government" (selected) and "Non-government".
- D Number of employees at this salary?** A text input field.
- Comments (optional):** A large text area on the right side.
- G** At the bottom right, there are "Cancel" and "DONE" buttons.

The window title bar at the bottom right corner displays "221n".

### On this screen

- A. Personnel title.** The title you enter here will appear on screens throughout the tool. Personnel titles will always be associated with the data entered here. There is no limit on the number of personnel that can be entered.
- B. Track personnel salary.** Indicate whether or not you want to track the salary for this position. Tracked salaries help you quantify government in-kind salary contributions as well as any program salaries that are not included in activity costs. The TIPAC automatically assumes there is funding for tracked salaries, which appear as “government salaries” and “non-government salaries” in the Reports module. Because tracked salaries are automatically included in the Reports module, you do not need to enter them into the funding module. (For more information see Appendix A.)
- C. Annual salary.** Enter the annual salary for this position. The salary should not be specific to one individual, but rather for a typical employee at this level.
- D. Number of employees at this salary.** Indicate the number of full-time employees at this position and salary. The number you enter here will affect salary totals in the Reports module. (For a more detailed explanation of salary total calculations, see Appendix A.)



- E. Employee type.** Indicate whether the current employee is a government employee or not.
- F. Include entire salary or percentage based on days worked.** Select how personnel costs will be calculated. The number you enter here will affect salary totals in the Reports module. (See Appendix A for more explanation of salary calculations.)
- G. Navigation:**
  - **Done** button: Saves your entry and takes you back to the previous screen, either **screen 221** or **171**, where you will see your new personnel.
  - **Cancel** button: Takes you back to the previous screen, either **screen 221** or **171**, without saving any data.

## Frequently asked questions

### ***The personnel title that I want to use is already listed. Can I just use that one?***

Yes and no. Even though you may have different personnel with an identical title involved with your program (for example, “Regional Manager”), it’s important to remember that personnel titles must be unique in the TIPAC—so if two different regional managers in your program have a different salary (or if one is salaried and one is not), a different per diem rate, or if one is dedicated full time to your program and one is not, you should enter them with different titles (for example, “Regional Manager-Urban” and “Regional Manager-Rural”).

### ***What if my full-time employees are not completely for NTDs?***

Just select “Entire salary” and enter the appropriate amount of their salary that is for your NTD program. For example, if there is a full time doctor that earns \$200,000 annually, and she spends ten percent of her time on the NTD program, you would enter \$20,000.

### ***My country’s salary information is confidential***

If you don’t want to list salary by employee here for any reason, but still want to track salary contribution, just add an extra personnel and put in the total for all salaries.

## SCREEN 222

If you choose the Transportation (owned) cost classification on **screen 220** and click the Next button, you will be taken to this screen to enter costs for owned transportation for the current sub-activity. Vehicles can be owned by the government, an NGO, or another body. If a vehicle has rental costs associated with it, Transportation (hired) should be selected instead from **screen 220**.

### On this screen

- A. List of owned vehicle types.** This drop-down list shows all of the owned vehicle types entered so far, here and in the Base Data module, in alphabetical order. You can also choose to list a cost as “non-itemized” if you do not want to assign a description to it.

**Important note:** For some activities, a specific quantity of fuel is provided for transportation. To quickly cost fuel by quantity (for example, by liters or gallons), select “not itemized” from the list of owned or hired vehicles. Enter the total quantity of fuel supply needed, or use the drop-down menu to indicate the total number needed per district, village, school, or 1,000 target population. Enter “1” for “fuel cost per mile” and “1” for “number of trips.” For “not itemized cost per vehicle,” enter the unit cost of fuel. This will provide a total cost for the quantity of fuel entered. This may be helpful in back-calculating the total miles per round trip for an activity requiring a vehicle.

- B. Add new vehicle.** Takes you to **screen 222n**, where you can enter a new owned vehicle before returning to complete this screen. This same list of owned vehicles will be available for selection throughout the Activity Costs module. There is no limit on the number of vehicles that can be entered.

**C. Edit selected vehicle.** Takes you to [screen 222n](#), where you can edit the selected vehicle and corresponding data. Changes made to the corresponding data will be updated on all applicable line items.

**D. Vehicle cost data.** Enter the number of vehicles (use the drop-down for number per district, village, school, or 1,000 target population), distance per round trip, and number of round trips here. If an item is grayed out, that means the cost is predetermined—for example, the fuel cost, which corresponds to vehicle information provided on [screen 222n](#).

Also, note that “Number per 1,000 target population” in the drop-down menu refers only to the target population, not to the total population—so if the districts selected for this sub-activity aren’t selected for an intervention, then this drop-down choice will not accurately capture the need.

**E. Additional costs.** Enter any additional costs here, either per vehicle or for the line item overall. This amount updates if the number of vehicles changes.

**F. Total cost.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).

**G. Districts, target population, number of villages, and number of schools.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).

**H. Line item comments.** Use the comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.

**I. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as “Not started,” “In progress,” “Completed,” “Not applicable,” or “Review.” When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to “Review.”

**J. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.

**K. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that activity.

**L. Sub-activity total button.** Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that sub-activity.

**M. Navigation:**

- **Next button:** Takes you to [screen 230](#), where you can review and confirm your entry before saving it.
- **Back button:** Takes you back to [screen 220](#).
- **Activity menu button:** Takes you back to the Activity Costs menu on [screen 202](#), where you can view a current list of activities or access the Modules menu

## SCREEN 222n

This is the screen for adding new owned vehicles or editing the names of owned vehicles and corresponding data. You can reach this screen from either **screen 222** or **screen 171** (in the Base Data module). Vehicles can be owned by the government, an NGO, or another body. If a vehicle has rental costs associated with it, Transportation (hired) should be selected instead. There is no limit to the number of vehicles that can be added. Changes made here will be updated on all applicable line items.

### On this screen

- A. Owned vehicle name.** The name you enter here will appear on screens throughout the tool. Vehicle names will always be associated with the data entered here.
- B. Fuel cost.** This is the fuel cost per kilometer or mile, based on the unit of distance selected on **screen 111** in the Base Data module.
- C. Navigation:**
  - **Done** button: Saves your entry and takes you back to the previous screen, either **screen 222** or **171**, where you will see your new vehicle.
  - **Cancel** button: Takes you back to the previous screen, either **screen 222** or **171**, without saving any data.

### Frequently asked questions

#### *What about my vehicle maintenance, depreciation, or other costs?*

You can enter these costs as part of the fuel cost per unit of distance or add them as an additional cost for each line item.

#### *What if my program purchases a vehicle?*

You may classify new vehicle purchases as either a transportation cost or an equipment cost. If it is a transportation cost, add the new vehicle on **screen 222n** and then, on **screen 222**, enter “1” vehicle, “0” km per round trip, and “0” round-trips. This will record the entire cost of the vehicle as an additional transportation cost. If it is an equipment cost, you will add the new vehicle on **screen 225n** with the entire vehicle cost and then enter additional data on **screen 225**. **Note: If the new vehicle purchase is not for a specific activity/sub-activity, you should add the vehicle under the Operational Costs category.**

## SCREEN 223

If you choose the Transportation (hired) cost classification on [screen 220](#) and click the Next button, you will be taken to this screen to enter hired transportation costs for the current sub-activity.

### On this screen

- A. A list of hired vehicle types.** This drop-down list shows all of the hired vehicle types entered so far, here and in the Base Data module, in alphabetical order. You can also choose to list a cost as “non-itemized” if you do not want to assign a description to it.
- B. Add new vehicle.** Takes you to [screen 223n](#), where you can enter the cost per vehicle per day, cost per driver per day, and fuel cost. If any are not applicable to your program, you can enter 0 in that field.
- C. Edit selected vehicle.** Takes you to [screen 223n](#), where you can edit the selected vehicle and corresponding data. Changes made to the corresponding data will be updated on all applicable line items.
- D. Vehicle cost data.** Enter the number of vehicles (use the drop-down for number per district, village, school, or 1,000 target population), vehicle cost per day, hired driver cost per day, and number of days. If an item is grayed out, that means the cost is predetermined—for example, the cost per vehicle per day, which corresponds to vehicle information provided on [223n](#).

Also, note that “Number per 1,000 target population” in the drop-down menu refers only to the target population, not to the total population—so if the districts selected for this sub-activity aren’t selected for an intervention, then this drop-down choice will not accurately capture the need.

- E. Fuel costs.** Enter the fuel cost per kilometer or mile, based on the unit of distance selected on [screen 111](#) in the Base Data module, distance per round trip, and total number of round trips.
- F. Additional costs.** Enter any additional costs here, either per vehicle or for the line item overall. This amount updates if the number of vehicles changes.
- G. Total cost.** Shows the total cost for this line item. The cost will automatically update as you make changes to the data on this screen.
- H. Districts, target population, number of villages, and number of schools.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).
- I. Line item comments.** Use the comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.
- J. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as "Not started," "In progress," "Completed," "Review," or "Not applicable." When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to "Review."
- K. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.
- L. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that activity.
- M. Sub-activity total button.** Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that sub-activity.
- N. Navigation:**
  - **Next button:** Takes you to [screen 230](#), where you can review and confirm your entry before saving it.
  - **Back button:** Takes you back to [screen 220](#).
  - **Activity menu button:** Takes you back to the Activity Costs menu on [screen 202](#), where you can view a current list of activities or access the Modules menu.

## Frequently asked questions

### *How are these costs calculated?*

Total cost is calculated by (the number indicated x (cost per vehicle per day x number of days)) + (the number indicated x (cost for driver of vehicle per day x number of days)) + (the number indicated x cost per km x total km per round trip x number of trips) + additional cost + (the number indicated x additional cost per vehicle). Note that if you select the number per district, each time the number indicated will be multiplied by the number of districts selected (as shown in H). This also applies when the number per 1,000 target population, number per village, or number per school is selected.

For example, suppose you have 10 districts selected for a sub-activity. The vehicle selected costs 5 LCUs/day with a driver of 10 LCU/vehicle/day and 2 LCU/km. For the vehicle that you've selected in A, you select "Number per district" and indicate 2 for 2 vehicles/district. The vehicle is used 7 days in each district in this sub-activity, with a total of 100 km per round trip per district and 3 round trips/district. There is an additional cost of 50 LCUs total for a rushed reservation and 20 LCU/vehicle for fuel surcharge. The total will be  $(2 \text{ vehicles} \times 10 \text{ districts} \times 5 \text{ LCUs/day for the vehicle} \times 7 \text{ days}) + (2 \text{ vehicles} \times 10 \text{ districts} \times 10 \text{ LCUs/day for the driver} \times 7 \text{ days}) + (2 \text{ vehicles} \times 10 \text{ districts} \times 2 \text{ LCUs/km} \times 100 \text{ km/round trip} \times 3 \text{ round trips}) + 50 \text{ LCUs additional cost} + (2 \text{ vehicles} \times 10 \text{ districts} \times 20 \text{ LCUs/vehicle}) = 14,550 \text{ LCU}$ .

## SCREEN 223n

This is the screen where you can add new hired vehicles or edit the names and data for selected vehicles. You can reach this screen from either **screen 223** or **171** (in the Base Data module). There is no limit to the number of vehicles that can be added.

### On this screen

- A. Hired vehicle name.** The name you enter here will appear on screens throughout the tool. Vehicle names will always be associated with the data entered here.
- B. Fuel cost.** This is the fuel cost per kilometer or mile, based on the unit of distance selected on **screen 111** in the Base Data module.
- C. Navigation:**
  - **Done** button: Saves your entry and takes you back to the previous screen, either **screen 223** or **171**, where you will see your new vehicle.
  - **Cancel** button: Takes you back to the previous screen you were, either **screen 223** or **171**, without saving any data.

## Frequently asked questions

### *What about my other hired vehicle costs?*

You can enter these costs as part of the hired per unit or add them as an additional cost for each line item.



## SCREEN 224

If you choose the Supplies cost classification on [screen 220](#) and click the Next button, you will be taken to this screen to enter supply costs for the current sub-activity. Supplies differ from equipment (which you enter on [screen 225](#)) in that they are usually consumable or recurring items, such as registers, gloves, stationery, food, and other similar items.

### On this screen

- A. List of supply types.** This drop-down list shows all of the supply types entered so far, here and in the Base Data module, in alphabetical order. You can also choose to list a cost as “non-itemized” if you do not want to assign a description to it.
- B. Add new supply.** Takes you to [screen 224n](#), where you can enter a new supply item before returning to complete this screen. This same list of supplies will be available for selection throughout the Activity Costs module. There is no limit on the number of supplies that can be entered.
- C. Edit selected supply.** Takes you to [screen 224n](#), where you can edit the selected supply item and corresponding data. Changes made to the corresponding data will be updated on all applicable line items.
- D. Number of units needed.** Enter the number needed for the selected supplies here, using the drop-down menu to indicate the total number needed, or the number needed per district, village, school, or 1,000 target population. (For your reference, you can see these numbers as they apply to this sub-activity on the right.) If you go back to the sub-activity and change the number of districts where the sub-activity takes place, these totals will update automatically.

Also, note that “Number per 1,000 target population” in the drop-down menu refers only to the target population, not to the total population—so if the districts selected for this sub-activity aren’t selected for an intervention, then this drop-down choice will not accurately capture the need.

- E. Supply cost data.** Displays the type of unit, number of items per unit, and the cost per unit based on information entered on [screen 224n](#).
- F. Additional costs.** Enter any additional costs here, either per supply item or for the line item overall. This amount updates if the number of supply items changes.
- G. Total cost.** Shows the total cost for this line item. The cost will automatically update as you make changes to the data on this screen.
- H. Districts, target population, number of villages, and number of schools.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).
- I. Line item comments.** Use the comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.
- J. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as “Not started,” “In progress,” “Completed,” “Review,” or “Not applicable.” When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to “Review.”
- K. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.
- L. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that activity.
- M. Sub-activity total button.** Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that sub-activity.
- N. Navigation:**
  - **Next button:** Takes you to [screen 230](#), where you can review and confirm your entry before saving it.
  - **Back button:** Takes you back to [screen 220](#).
  - **Activity menu button:** Takes you back to the Activity Costs menu on [screen 202](#), where you can view a current list of activities or access the Modules menu.

## SCREEN 224n

This is the screen where you add new supply items or edit selected supply items. You can reach this screen from either **screen 224** or **171** (in the Base Data module). Supplies differ from equipment (which you enter on **screen 225**) in that they are usually consumable or recurring items, such as registers, gloves, stationery, food, and other similar items. There is no limit to the number of supply items that can be added.

### On this screen

**A. Supply item name.** The name you enter here will appear on screens throughout the tool. Supply item names will always be associated with the data entered here.

**B. Supply item definition and cost.** This is the definition of a unit and the cost per unit of this supply item. Unit refers to the base quantity of the supply that you purchase. For example, you could add ICT cards to your supplies, which are purchased in boxes of 25 cards for \$75. The unit definition is “a box of ICT cards,” and the number of supply items (cards) per unit (box) is 25. The cost per unit is \$75.

Sometimes you may find it easier to define the supply in the way it is used, rather than purchased. For example, the item could be “gloves” and the definition could be “pair of gloves.” Then, when this supply is used, a pair of gloves could be included for each person requiring a pair of gloves. If the unit is defined as a box of gloves, the user will have to calculate how many boxes are needed based on the number of people requiring gloves and factoring that each person will likely require two gloves.

**C. Navigation:**

- **Done** button: Pressing this saves your entry and takes you back to the previous screen, either **screen 224** or **171**, where you will see your new supply item.
- **Cancel** button: Takes you back to the previous screen, either **screen 224** or **171**, without saving any data.

## SCREEN 225

If you choose the Equipment cost classification on [screen 220](#) and click the Next button, you will be taken to this screen to enter equipment costs for the current sub-activity. Equipment items differ from supplies (which you enter on [screen 224](#)) in that they are usually capital goods, such as machinery, microscopes, computers, and other similar items.

### On this screen

- A. List of equipment types.** This drop-down list shows all of the equipment entered so far, here and in the Base Data module, in alphabetical order. You can also choose to list a cost as “non-itemized” if you do not want to assign a description to it.
- B. Add new equipment item.** Takes you to [screen 225n](#), where you can enter a new equipment item before returning to complete this screen. This same list of equipment items will be available for selection throughout the Activity Costs module. There is no limit on the number of equipment items that can be entered.
- C. Edit selected equipment.** Takes you to [screen 225n](#), where you can edit the selected equipment item and corresponding data. Changes made to the corresponding data will be updated on all applicable line items.
- D. Equipment number needed.** Enter the number needed for the selected equipment here, using the drop-down menu to indicate the total number needed, or the number needed per district, village, school, or 1,000 target population. (For your reference, you can see these numbers as they apply to this sub-activity on the right.) If you go back to the sub-activity and change the number of districts where the sub-activity takes place, these totals will update automatically.

Also, note that “Number per 1,000 target population” in the drop-down menu refers only to the target population, not to the total population—so if the districts selected for this sub-activity aren’t selected for an intervention, then this drop-down choice will not accurately capture the need.

- E. Cost per item.** You will see the equipment cost that corresponds to the equipment type entered on [screen 225n](#).
- F. Additional costs.** Enter any additional costs here, either per equipment item or for the line item overall. This amount updates if the number of equipment items changes.
- G. Total cost.** Shows the total cost for this line item. The cost will automatically update as you make changes to the data on this screen.
- H. Districts, target population, number of villages, and number of schools.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).
- I. Line item comments.** Use comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.
- J. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as “Not started,” “In progress,” “Completed,” “Review,” or “Not applicable.” When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to “Review.”
- K. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.
- L. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that activity.
- M. Sub-activity total button.** Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that sub-activity.
- N. Navigation:**
  - **Next button:** Takes you to [screen 230](#), where you can review and confirm your entry before saving it.
  - **Back button:** Takes you back to [screen 220](#).
  - **Activity menu button:** Takes you back to the Activity Costs menu on [screen 202](#), where you can view a current list of activities or access the Modules menu.

## SCREEN 225n

This is the screen where you add new equipment, and you can reach this screen from either **screen 225** or **171** (in the Base Data module). Equipment items differ from supplies (which you enter on **screen 224**) in that they are usually larger, capital goods, such as machinery, microscopes, computers, and other similar items. There is no limit to the number of equipment items that can be added.

### On this screen

- A. Equipment name.** The name you enter here will appear on screens throughout the tool. Equipment names will always be associated with the data entered here.
- B. Equipment item cost.** This is the cost of this equipment.
- C. Navigation:**
  - **Done** button: Saves your entry and takes you back to the previous screen, either **screen 225** or **171**, where you will see your new equipment.
  - **Cancel** button: Takes you back to the previous screen, either **screen 225** or **171**, without saving any data.

### Frequently asked questions

***I am using equipment that I purchased in the past. Can I count part of the purchase price as a cost? How do I account for who paid for it?***

Enter the cost in any manner your program considers appropriate. You can fund the total in the Funders module.

***What about my equipment maintenance, depreciation, or other costs?***

You can enter these costs as part of the equipment item cost or add them as an additional cost for each line item.

## SCREEN 226

If you choose the Consultant cost classification on [screen 220](#) and click the Next button, you will be taken to this screen to enter consultant costs for the current sub-activity.

### On this screen

- A. List of consultant types.** This drop-down list shows all of the consultants entered so far, here and in the Base Data module, in alphabetical order. You can also choose to list a cost as “non-itemized” if you do not want to assign a description to it.
- B. Add new consultant.** Takes you to [screen 226n](#), where you can enter a new consultant type before returning to complete this screen. This same list of consultants will be available for selection throughout the Activity Costs module. There is no limit on the number of consultants that can be entered.
- C. Edit selected consultant.** Takes you to [screen 226n](#), where you can edit your selected consultant and corresponding data. Changes made to the corresponding data will be updated on all applicable line items.
- D. Number of consultants.** Enter the number needed for the selected consultant type here, using the drop-down menu to indicate the total number needed, or the number needed per district, village, school, or 1,000 target population. (For your reference, you can see these numbers as they apply to this sub-activity on the right.) If you go back to the sub-activity and change the number of districts where the sub-activity takes place, these totals will update automatically.

Also, note that “Number per 1,000 target population” in the drop-down menu refers only to the target population, not to the total population—so if the districts selected for this sub-activity aren’t selected for an intervention, then this drop-down choice will not accurately capture the need.

- E. Compensation data.** Choose the number of days for the line item here (which will be multiplied by the daily rate), or instead set a fixed allowance. You can put values in both fields, to easily compare the difference between using a daily rate versus a fixed allowance.
- F. Additional costs.** Enter any additional costs here, either per consultant or for the line item overall. This amount updates if the number of consultants changes.
- G. Total cost.** Shows the total cost for this line item. The cost will automatically update as you make changes to the data on this screen.
- H. Districts, target population, number of villages, and number of schools.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).
- I. Line item comments.** Use comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.
- J. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as “Not started,” “In progress,” “Completed,” “Review,” or “Not applicable.” When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to “Review.”
- K. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.
- L. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that activity.
- M. Sub-activity total button.** Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that sub-activity.
- N. Navigation:**
  - **Next button:** Takes you to [screen 230](#), where you can review and confirm your entry before saving it.
  - **Back button:** Takes you back to [screen 220](#).
  - **Activity menu button:** Takes you back to the Activity Costs menu on [screen 202](#), where you can view a current list of activities or access the Modules menu.



## SCREEN 226n

This is the screen where you can add a new consultant or edit a consultant name and daily rate. You can reach this screen from either **screen 226** or **171** (in the Base Data module). There is no limit to the number of consultants that can be added.

**Important note:** Consultants can include anyone who is hired on a part-time basis to perform a specific task for the NTD program. Information for consultants is never included in salary totals.

### On this screen

- A. Consultant name.** The name you enter here will appear on screens throughout the tool. Consultant names will always be associated with the data entered here.
- B. Daily rate.** This is the cost for this consultant per day. When entering line items you will also have the option of entering a fixed allowance.
- C. Navigation:**
  - **Done** button: Saves your entry and takes you back to the previous screen, either **screen 226** or **171**, where you will see your new consultant.
  - **Cancel** button: Takes you back to the previous screen, either **screen 226** or **171**, without saving any data.

### Frequently asked questions

***I give my consultants a daily rate and a fixed allowance. How do I show that?***

Enter the daily rate on **screen 226n**, and then add any allowance as an additional cost on **screen 226**.

## SCREEN 227

If you choose the Other cost classification on [screen 220](#) and click the Next button, you will be taken to this screen to enter costs for the current sub-activity that do not belong under the other six cost classifications in the TIPAC.

### On this screen

- A. List of other cost categories.** This drop-down list shows all of the “other” costs entered so far, here and in the Base Data module, in alphabetical order. You can also choose to list a cost as “non-itemized” if you do not want to assign a description to it.
- B. Add new other item.** This will take you to [screen 227n](#), where you can enter a new “other” cost category before returning to complete this screen. This same list of “other” items will be available for selection throughout the Activity Costs module. There is no limit on the number of “other” items that can be entered.
- C. Edit selected item.** Takes you to [screen 227n](#), where you can edit your “other” item and corresponding data. Changes made to the corresponding data will be updated on all applicable line items.
- D. Number of units.** Enter the number needed for the selected “other” item here, using the drop-down menu to indicate the total number needed, or the number needed per district, village, school, or 1,000 target population. (For your reference, you can see these numbers as they apply to this sub-activity on the right, at H.) If you go back to the sub-activity and change the number of districts where the sub-activity takes place, these totals will update automatically.

Also, note that “Number per 1,000 target population” in the drop-down menu refers only to the target population, not to the total population—so if the districts selected for this sub-activity aren’t selected for an intervention, then this drop-down choice will not accurately capture the need.

- E. Cost per unit.** You will see the cost per “other” item unit here, as you entered it for this item on [screen 227n](#).
- F. Additional costs.** Enter any additional costs here, either per “other” item or for the line item overall. This amount updates if the number of “other” items changes.
- G. Total cost.** Shows the total cost for this line item. The cost will automatically update as you make changes to the data on this screen.
- H. Districts, target population, number of villages, and number of schools.** Shows how many districts, persons, villages, and schools are targeted in the first year the sub-activity takes place in. The totals are based on selections made on [screen 204nd](#) for that sub-activity and corresponding information entered in [W1C1](#).
- I. Line item comments.** Use comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.
- J. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as “Not started,” “In progress,” “Completed,” “Review,” or “Not applicable.” When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to “Review.”
- K. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.
- L. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that activity.
- M. Sub-activity total button.** Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that sub-activity.
- N. Navigation:**
  - **Next button:** Takes you to [screen 230](#), where you can review and confirm your entry before saving it.
  - **Back button:** Takes you back to [screen 220](#).
  - **Activity menu button:** Takes you back to the Activity Costs menu on [screen 202](#), where you can view a current list of activities or access the Modules menu.

## Frequently asked questions

### *What is an “other” cost?*

“Other” costs are any line items that do not fit into the six other cost classifications in the TIPAC, but are still itemized. An “other” item can be something unique to your program, or just something that you want to keep separate for any reason.

## SCREEN 227n

This is the screen where you add new “other” costs or edit “other” costs. You can reach this screen from either **screen 227** or **171** (in the Base Data module). There is no limit to the number of “other” items that can be added.

The screenshot shows a window titled "New other item" with a "Save file" button in the top right corner. The main area contains two input fields: "Other item:" (labeled A) and "Enter cost:" (labeled B). To the right of these is a "Comments (optional):" text area. At the bottom right, there are "Cancel" and "DONE" buttons (labeled C). The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

### On this screen

- A. “Other” item name.** The name you enter here will appear on screens throughout the tool. These names will always be associated with the data entered here.
- B. Cost.** This is the cost of this “other” item.
- C. Navigation:**
  - **Done** button: Pressing this saves your entry and takes you back to the previous screen, either **screen 227** or **171**, where you will see your new item.
  - **Cancel** button: Takes you back to the previous screen, either **screen 227** or **171**, without saving any data.

## SCREEN 228

If you choose the “Not itemized” cost classification on [screen 220](#) and click the Next button, you will be taken to this screen to enter costs for the current sub-activity. You may want to use the “Not itemized” cost classification when the costs you are entering do not need to be described in the line item.

### On this screen

- A. Costing method and total cost.** Choose either cost per district or total cost. You will see the total cost for this line item updated below based on your choice.
- B. Districts.** Shows how many districts are targeted for this sub-activity.
- C. Line item comments.** Use comments field to enter information regarding this line item. Any comments on the line item will appear on this screen and in all line item lists, including in the Reports module.
- D. Line item status.** This helps you track your progress through this module. The status drop-down list lets you mark an item as “Not started,” “In progress,” “Completed,” “Review,” or “Not applicable.” When converting or transferring the TIPAC (see Appendices E and F for more information), the status list defaults to “Review.”
- E. Program total button.** Shows the running total for all costs in the first year of your program, in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items.
- F. Activity total button.** Shows the running total for all costs for the current activity, in the first year of your program in whichever currency is selected. You can click the button to see [screen 999](#), an editable list of all line items in that activity.

- G. Sub-activity total** button. Shows the running total for all costs for the current sub-activity in , in the first year of your program in whichever currency is selected. You can click the button to see **screen 999**, an editable list of all line items in that sub-activity.
- H. Navigation:**
- **Done** button: Takes you to **screen 230**, where you can review and confirm your entry before saving it.
  - **Back** button: Takes you back to **screen 220**.
  - **Activity menu** button: Takes you back to the Activity Costs menu on **screen 202**, where you can view a current list of activities or access the Modules menu.

## SCREEN 230

This is the last step in creating a line item, where you review your entry and either save or edit it. You will see all the data for the line item.

**Review cost entry** Save file

Implementation costs > Strategic planning > National stakeholders meeting > Not itemized

**Review cost entry:**

**A** **Category:** Implementation costs

**Activity:** Strategic planning

**Sub-activity:** National stakeholders meeting

**Cost classification:** Not itemized

**Description:** Not itemized

---

**B** **Total cost:** 0

**C** **Update status of cost entry:** Completed

**D** Activity menu Edit Done

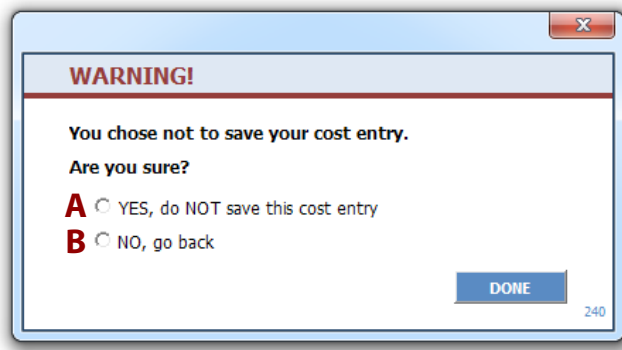
230

### On this screen

- A. Cost entry review.** This is the cost category, activity, sub-activity, cost-classification, and description for the line item.
- B. Total cost.** This is the total cost for the line item for the first year, based on your choices on the previous screen. Five-year cost estimates are available in the Report module.
- C. Cost entry status.** This helps you track your progress through this module. The status drop-down list here will default to “Completed.”
- D. Navigation:**
  - **Done** button: Pressing this takes you to **screen 250**. This would be a good time to press the Save button in the top right corner of the screen to save your file before pressing “Done” and moving onto more data entry. As with any other Excel document, you should save your file periodically.
  - **Edit** button: Takes you back to the previous screen so you can edit your entry.
  - **Activity menu.** Takes you to **screen 240**, where you can confirm whether or not you want to go to the activity menu without saving your entry.

## SCREEN 240

If you press the Activity menu button on **screen 230**, you will be taken here first before the **screen 202**. If you continue directly to **screen 202** you will not have saved the cost entry that you just entered. If you want to save your new entry before moving on, you should choose “No” and go back to **screen 230** to save the entry.



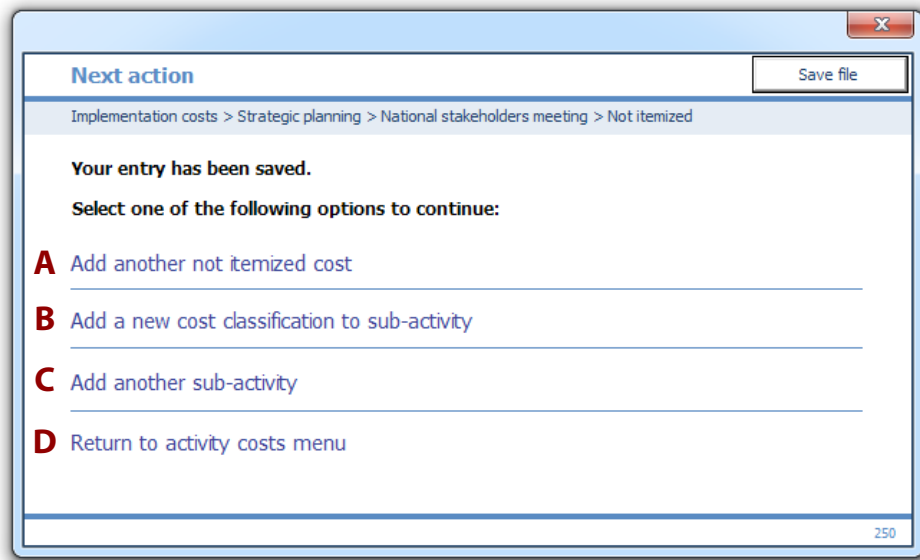
### On this screen

- A. Yes.** Pressing this will take you to **screen 202** without saving your cost entry.
- B. No.** Pressing this will take you back to **screen 230** where you can save your cost entry before moving on.



## SCREEN 250

After you choose to save your cost entry on **screen 230**, you will be taken here so that you can decide what to do next in the TIPAC.



### On this screen

- A. Add another cost.** Pressing this will take you back to add another cost under the same cost classification for the current sub-activity.
- B. Add a new cost classification.** Pressing this will take you back to **screen 220** to add another cost under a different cost classification for the current sub-activity.
- C. Add another sub-activity.** Pressing this will take you back to **screen 204** to add another sub-activity for the current activity.
- D. Return to Activity Costs menu.** Takes you back to **screen 202**.

## SCREEN 999

This screen displays an editable list of line items, either for your entire program or for a particular sub-activity or activity (depending on your selection on the previous screen). You can reach this screen by pressing the Program total, Activity total, or Sub-activity total button at the bottom of a screen in the Activity Costs module or by selecting the Summary of cost line items report in the Reports module.

To view line items, select a year. The line items displayed for that year include those in a sub-activity set to begin in the year selected.

For example, if you indicated on **screen 204nd** that MDA drug distribution will begin in District A during the third year of your program and will continue to District B in the fourth year of your program, costs incurred for the sub-activity “MDA drug distribution” would show when you select the third year of the TIPAC.

### On this screen

- A. Year.** Select a base year to see all cost line-items with sub-activities beginning in that year.
- B. Running total.** This shows the running total for all costs listed in the table.
- C. Currency options.** All amounts on the screen will be shown in the selected currency, even if they were originally entered in a different currency.
- D. Other actions:**
  - **Review/edit item.** This allows you to review or edit your line item. After you select a line from the list, takes you to the appropriate screen (depending on its cost classification) in the Activity Costs module to review or edit the selected item.
  - **Delete item.** Deletes the selected item. You will be asked to confirm that you want to delete the item. You cannot reverse this action once you confirm the deletion.
- E. Navigation:**
  - **Back button:** Takes you back to the previous screen.

# PC Drug Acquisition module

The Preventative Chemotherapy (PC) Drug Acquisition module helps you track the units, costs and sources of different drugs required for MDA for the base year of the TIPAC. Drug needs are automatically calculated from the information entered in the Base Data module. You also specify individual drug multipliers and prices in this module. Once you enter data here, you can also find that data in the Reports module, represented in charts and graphs.

**Important note:** Only drugs acquired for MDA to prevent **lymphatic filariasis, onchocerciasis, schistosomiasis, soil-transmitted helminthes**, and **trachoma** should be entered in this module. Other drugs (such as those used for case management, mapping, SAE management, etc.) should be added in the Activity Cost module under the corresponding sub-activity. Donations of these other drugs should then be entered in the Funders module.

## Screens in the PC Drug Acquisition module

- 500:** Screen for navigating to either **screen 501** or **screen 502**
- 501:** Screen for entering or editing drug information
- 502:** The main screen of the PC Drug Acquisition module, where you add drug acquisitions
- 502n:** Screen for adding, editing, and deleting donors

## SCREEN 500

This screen will help you navigate through the PC Drug Acquisition module, as you enter drug information (on **screen 501**) or enter drug acquisitions (on **screen 502**).

**Drug acquisition menu** English Save file

**A** Enter drug information **C** Not started

**B** Enter drug acquisition Not started

**D** Modules

500

### On this screen

- A. Enter drug information.** This link takes you to **screen 501**.
- B. Enter drug acquisition.** This link takes you to **screen 502**.
- C. Status.** The status drop-down list lets you track your progress through this module. You can mark a section as "Not started," "In progress," "Completed," "Not applicable," or "Review."
- D. Navigation:**
  - **Modules** button: When you are finished with this module, you can press this button to go back to **screen 001**.

## SCREEN 501

This is where you can enter, review, and edit the drug unit, multiplier, stock on hand, clearance fees, and price for a drug, as well as the currency unit for the price. Changes made here will be reflected throughout the tool. Most data on this screen is pre-filled, and you will primarily be entering the stock on hand and clearance fees rate for each drug. The table shows all the PC drugs in the TIPAC, even if those drugs are not applicable to your program.

**Drug information** Save file

Drug	Manufacturer	Unit <b>A</b>	Multiplier <b>B</b>	Stock <b>C</b>	Currency <b>D</b> LCU USD	Cost <b>E</b>	Clearance fees <b>F</b>
DEC - Diethylcarbamazine	multiple	100mg tabs	2.5	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	0	0 %
IVM - Ivermectin	Merck	3mg tabs	2.8	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	1.5	0 %
ALB - Albendazole (with IVM or DEC)	GSK/multiple	400mg tabs	1	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	0.045	0 %
ALB - Albendazole (alone or with PZQ)	GSK/multiple	400mg tabs	1	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	0.045	0 %
MBD - Mebendazole (alone or with PZQ)	J&J	500mg tabs	1	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	0.0495	0 %
PZQ - Praziquantel	multiple	600mg tabs	SAC 2.5 Adults 3	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	0	0 %
TEO - Tetracycline eye ointment	multiple	1 tube	2	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	0	0 %
Zmax POS - Zithromax POS	Pfizer	30ml bottle	0.3333333333333333	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	48.5	0 %
Zmax TABS - Zithromax tablets	Pfizer	250mg tabs	3	0	<input type="radio"/> LCU <input checked="" type="radio"/> USD	11.45	0 %

☒ Cost STH drug gap with Albendazole or Mebendazole? ☒ ALB ☐ MBD **G**  
☒ In districts that are co-endemic for LF and STH, is the ALB for treatment of STH integrated with the treatment of LF? ☐ YES ☒ NO **H**  
**I** Notes:   
**J** Cancel DONE

501

### On this screen

- A. Unit.** This is where you can change the dosage and unit type for a drug. The standard value will be shown, and you should verify that it matches the usual dosage and unit type for your program, especially in the case of DEC.
- B. Multiplier.** This is where you can change the multiplier for a drug. The multiplier is the average number of units per person (some individuals may receive more or less units) and accounts for drug wastage and loss. The tool displays the default multiplier according to WHO guidelines. Note that if you change your unit amount, you should probably change the multiplier to match. For example, if using 50mg of DEC, the WHO multiplier is 5.5. Also note that the multiplier for ALB (alone or with PZQ) and MBD should always be the same. Otherwise the tool may not accurately calculate the need and gap for ALB/MBD when used for STH treatment. You will also see that PZQ requires you to enter two multipliers, one for school age children (SAC) and the other for adults, since the number of PZQ tablets is relative to body weight.

- C. Stock.** This is where you can change the stock available for a drug. This number represents the number of units (for example, tablets, bottles, or tubes) your program has on hand at the beginning of the base fiscal year.
- D. Currency.** This is where you can change the currency for the unit price of any of the drugs used in your program. The drugs with default costs will be listed in USD.
- E. Cost.** This is where you can change the unit price of any of the drugs used in your program. This price is later used to calculate the donation value and gap cost in the Reports module. These costs are pre-filled with the default donation value of each drug per unit (verify that these are accurate for your program), except for DEC, PZQ, and TEO. The costs of DEC, PZQ and TEO will be zero by default, and you will need to enter a cost based on the manufacturer's price or purchase price.
- F. Clearance fees.** This is the percentage of the drug value that is taxable by your government and should only be filled in if this fee is covered in-kind. Governments typically waive this cost of importing donated drugs, and assume the cost themselves. The tool will treat this amount as an in-kind government contribution. Otherwise, if that amount is being paid by anyone other than the government (such as a donor), you should include it as an activity cost under the Drug Logistics activity (in the Activity Costs module), enter the funding amount (in the Funders module), and leave the clearance fees percentage blank in the PC Drug Acquisition module.
- G. ALB or MBD gap cost.** This question only shows if you have chosen STH as one of the diseases included in your tool. Indicate here whether you want to cost your STH drug gap with Albendazole or Mebendazole. This choice may have an impact on the total gap in the Reports section.
- H. LF/STH integration.** This question only shows if you have chosen STH as one of the diseases included in your tool. Indicate here whether you will integrate treatment of STH with treatment of LF in districts in which the diseases are co-endemic. In countries where STH and LF are co-endemic, programs may choose to integrate treatment for these two diseases during one round of STH treatment. The tool calculates the need for ALB differently depending on whether LF and STH treatment is integrated—for example, where programs do not integrate treatment, more ALB is needed than where treatment is integrated. Therefore, if one round of ALB treats both LF and STH in a co-endemic district, you should select "Yes" here. If two separate rounds of treatment are given for STH and LF (for example, there are two ALB treatments), you should select "No" here. If STH is highly endemic in your country and requires treatment twice a year, then your answer applies only to one round of treatment. So, for example, if your country is endemic for LF and highly endemic for STH, and the program is integrated, select "Yes," and the tool will calculate the cost of ALB needed for one round of integrated LF/STH treatment and one round of STH treatment only. This question is only applicable if STH is endemic to your country. When calculating target populations, the TIPAC also takes into consideration LF/oncho overlap to minimize double counting. Please see Appendix C for more detail on drug calculations.
- I. Notes.** Use the notes field to enter information for your reference. This note will appear only on this screen, and will not be visible elsewhere in the tool.
- J. Navigation:**
- **Done button:** Pressing this saves your data and takes you back to the previous screen, either **screen 500** or **screen 502**. You can only press "Done" if the form is filled in with valid data. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.

- **Cancel** button: This takes you back to the previous screen, either **screen 501** or **screen 502** without saving changes.

## Frequently asked questions

### ***Can I add additional preventative chemotherapy drugs?***

Additional drugs cannot be added in the PC Drug Acquisition module and instead should be added as a “supply” cost classification in Activity Costs. In the Activity Costs module select the “Implementation costs” category and the “MDA Drug Distribution” activity. The additional PC drug can then be added as a “supply” cost classification to one of the MDA sub-activities. If these additional drugs have been donated or purchased by the government, this should then be entered in the Funders module. On **Screen 303**, select the appropriate funder, the “MDA drug distribution” activity, and the appropriate MDA sub-activity that you entered the drug under.

### ***Can I add drugs used for Severe Adverse Events (SAEs)?***

Drugs used for SAEs cannot be added in the PC Drug Acquisition module and instead should be added as a “supply” cost classification in Activity Costs. In the Activity Costs module select the “Implementation costs” category and the “Monitoring and evaluation” activity. The SAE drugs can then be added as a “supply” cost classification to the SAE monitoring sub-activity. If these additional drugs have been donated or purchased by the government, you should also enter this information in the Funders module.

### ***Why are there two multipliers for Praziquantel (PZQ)?***

PZQ has two multipliers, one for school age children (SAC) and the other for adults. The TIPAC algorithms require both multipliers to calculate the amount of PZQ needed for your program.

### ***Does this module calculate drugs needed for mapping, such as TEO used in mapping trachoma?***

Drugs needed for mapping cannot be calculated in the PC Drug Acquisition module and instead should be added as a “supply” cost classification in Activity Costs. In the Activity Costs module select the “Implementation costs” category and the “Mapping” activity. The additional drugs needed for mapping can then be added as a “supply” cost classification to one of the MDA sub-activities. If these drugs have been donated or purchased, this should then be entered in the Funders module. On Screen 303, select the appropriate funder, the “Mapping” activity, and the appropriate Mapping sub-activity under which you entered the drug.





## On this screen

- A.** A list of **donors**, with the following columns:
  - **Donor.** The names of all of your donors, including the government.
  - **Total contributions.** The total cost for all drugs donated/purchased by this donor, in the currency selected above.
- B. Select currency.** Total contributions for each donor will be shown below in the currency you select.
- C. Add/edit/delete donor.** This takes you to **screen 502n**, where you can add a new donor, edit the name of a donor, or delete a donor.
- D. Select drug.** The type of drug donated/purchased.
- E. Number of units.** Enter the number of units for this donation/purchase, for this specific donor and drug.
- F. Cost.** The unit price of this drug for this donation/purchase. The unit price is pre-filled from **screen 501**, but you can revise the price for this specific donation/purchase—if, for example, you have two different donors with different prices for the same drug. (The unit price will remain the same as on **screen 501** for other donations/purchases of this drug.) Also choose the currency here.
- G. Total cost.** This is the number of units multiplied by the unit cost, as entered above.
- H. Add button:** Once you select a donor, drug, number of units, cost, and currency for this donation/purchase, click this button to record the data.
- I. Drug donations/purchases.** This is a list of all the donations/purchases entered for your program. The columns on this table show the donor, drug, number of units, cost per unit, and total cost, based on your choices on this screen.
- J. Delete item.** This will delete the selected item. You can't edit an item on this table. If an item needs to be changed, just delete it and enter a new one to replace the incorrect item.
- K. Drug balance.** This list shows all the drugs used by your program, with the following columns:
  - **Need.** The amount of each drug required by your program, in units. This number is based on the MDA target population for that drug multiplied by the multiplier. The TIPAC carefully tracks all the drugs required by your program to avoid double counting and to account for situations in which a single drug treats more than one disease. (See Appendix C for more information on drug calculations.)
  - **Stock.** The number of units available for each drug in the base year (based on what you entered on **screen 501**).
  - **Acquired.** The amount of each drug acquired by your program in the base year (based on what you enter on this screen).
  - **Gap.** The difference, in units, between the drugs needed and the drugs acquired and in stock.
  - **Gap cost.** The cost of the funding gap for each drug, in USD, based on the number of gap units and the unit price for that drug. This is calculated using the cost of the drug from **screen 501**, not the cost (if changed) from **screen 502**.

- L. Edit drug dosage, multipliers, stock, and prices.** This takes you to **screen 501**, where you can edit each drug's dosage, multiplier, stock, and price, as well as the currency unit for the price.
- M. Notes.** Use the notes field to enter information for your reference. This note will appear only on this screen. It will not be visible elsewhere in the tool.
- N. Navigation:**
  - **Done** button: When you are finished entering donations/purchases, you can press this button to go back to **screen 500**. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.

## SCREEN 502n

This screen is used for adding, editing or deleting the names of drug purchasers or donors for PC drugs. You can access it from the “Add/edit/delete new donor” link on **screen 502**. All changes to donor names will appear on **screen 502** and the Reports module.

It is recommended that you list the name of the donation program rather than the drug manufacturer name. “Government drug acquisition” is already entered for you and cannot be deleted or renamed.

The following drug donation programs are already listed by default on **screen 502**, so you do not need to enter them as new donors here:

- Government Drug Acquisition
- CWW (Children Without Worms)
- GSK (GlaxoSmithKline)
- ITI (International Trachoma Initiative)
- MDP (Mectizan Donation Program)
- WHO (World Health Organization)

The screenshot shows a window titled "Donor" with a "Save file" button in the top right corner. On the left is a table with two columns: "Donor" and "Total drug purchases ()". The table lists several donors, with "Children Without Worms" selected. On the right, there are three radio button options: "A Add new", "B Edit selected name", and "C Delete donor". Each option has a corresponding text input field. Below these options is a button labeled "Edit selected name". At the bottom right, there is a "D DONE" button. The window has a standard Windows-style title bar with a close button (X) in the top right corner.

Donor	Total drug purchases ()
Government Drug Acquisition	0
Children Without Worms	0
International Trachoma Initiative	0
WHO	0
GlaxoSmithKline	0
Mectizan Donation Program	0

### On this screen

- A. Add new donor.** This is where you can enter new donor names. After typing a new donor name, press the Add new donor button.
- B. Edit selected name.** This is where you can edit donor names. Changes made here will be reflected throughout the TIPAC.
- C. Delete donor.** This is where you can delete donors. Donors can only be deleted if they are not associated with any donation already entered. If they are, these donation line items must be deleted first. Changes made here will be reflected throughout the TIPAC.

**D. Navigation:**

- **Done** button: This takes you back to **screen 502**, where your new donor name will now appear in the Select donor list. You can only press “Done” if the form is filled in with valid data. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen.

## Frequently asked questions

***My country administers ALB alone during one MDA and with PZQ during another MDA. How do I enter the drug acquisition for ALB?***

Since the tool does not calculate drug packages, you should select the option for ALB (alone or with PZQ) and enter the total number of ALB acquired for both administrations. If your country only administers ALB alone, you should still select this option.

***My program has submitted an application to ITI for Zithromax to be used during the period covered by the TIPAC; however, we have not received final approval. How should I capture this potential drug donation in the tool?***

Enter the amount of Zithromax you requested from ITI and the estimated government contribution for any clearance or importation costs in this module. Once ITI has confirmed the amount of Zithromax they will provide, you can then update the tool with current data. In order to capture clearance fees covered by the government, the drugs have to be entered as an acquisition on this screen. This also applies to PZQ, TEO, and any other drugs that you anticipate will be donated or procured and for which you would like to show government coverage of clearance fees.

# Funders module

The Funders module tracks financial contributions from governments, NGOs, partners, and other agencies. You can enter all of the funds available to support your program here. The data you enter will be accessible in the Reports module, where you can view funding sources and related data displayed in charts and graphs. Funder contributions should only be entered for the base fiscal year the TIPAC covers, which was entered in **screen 111**.

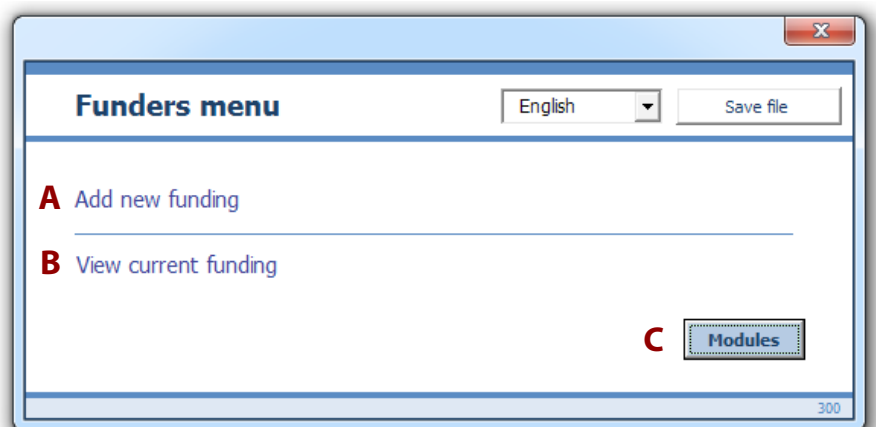
**Important note:** Contributions from government, NGOs, partners, and other agencies should represent the fiscal year covered by the TIPAC, even if those organizations have different fiscal or project years. You can select the appropriate year for funding.

## Screens in the Funders module

- 300:** Screen for navigating to either **screen 303** or **screen 303b**
- 303:** Screen for adding funding line items
- 303b:** Screen for viewing and editing funding line items
- 303n:** Screen for adding, editing, and deleting funder names

## SCREEN 300

This screen will help you navigate through the Funders module as you enter new funding (on **screen 303**) or view and edit funding (on **screen 303b**).



### On this screen

- A. Add new funding.** This link takes you to **screen 303**
- B. View current funding.** This link takes you to **screen 303b**.
- C. Navigation:**
  - **Main menu** button: When you are finished with this module, you can press this button to go back to **screen 001**.

## SCREEN 303

This is where you can enter financial contributions from the program's funders. After creating a new funding line item on this screen, you can view and edit the data on **screen 303b**.

### How to enter a new funding line item

1. Select the name of the funder for which you are entering data. If you need to add a new funder, select "Add/edit/delete funder."
2. Select the activity that the will be funded. If the funding can be used to support any activity, you can select "unrestricted activity."
3. Select the sub-activity that will be funded. If the funding can be used to support any sub-activity, you can select "unrestricted sub-activity." The sub-activities listed are based on which activity you selected.
4. Select one or more districts in which to fund that sub-activity. If the funding can be used for any district, you can select "unrestricted" instead of the name of a district. In addition to manually selecting and deselecting districts in the list, you may use the four buttons on the left to help quickly select all districts, deselect all districts, select all districts with a funding gap, or select all districts in a chosen region.
5. Choose the currency in which the funds will be entered.
6. Choose the funding method. You can choose to enter the amount of funding per district or to fully fund the gap in all districts selected. If districts receive different amounts of funding, you will need to add funding for those districts separately.
7. Press the Add funding button. The new funding line items will appear on **screen 303b**.

[illegible]

## On this screen

- A.** A list of **funder names**. This drop down list shows two columns: the names of all funders and the total contribution for each funder, in the selected currency. To enter data for a funder that is not listed, select “Add/edit/delete funder” and go to **screen 303n**. “Government funding” is already entered for you and cannot be deleted or renamed.
- B.** A list of **activities to fund**, with the following columns:
- **Activity**. Lists all activity names from all cost categories.
  - **Costs**. Shows the costs of each of the activities, based on the data entered in the Activity Costs module.
  - **Funding**. Shows the sum of all the funding for each activity (from all funders, not just the selected funder).
  - **Gap**. Shows the funding gap for each activity. Positive numbers in the gap column represent a funding gap. If you see a negative gap, it means there is more funding than costs.



- C.** A list of **sub-activities to fund**, all of which belong to the activity you selected in the box above. You will see the following columns:
- **Sub-activity.** Lists all sub-activities associated with the activity selected.
  - **Costs.** Shows the costs of each of the sub-activities for this activity. The sum of these costs matches the total cost for the activity.
  - **Funding.** Shows the sum of all the funding for each sub-activity (from all funders, not just the selected funder).
  - **Gap.** Shows the funding gap for each sub-activity. Positive numbers in the gap column represent a funding gap; a negative gap means there is more funding than costs.
- D.** A list of **districts**, with the following columns:
- **Region.** Every region you entered in the Base Data module is listed here.
  - **District.** Every district you entered in the Base Data module is listed here. If you don't need to specify a district, select "unrestricted district."
  - **Costs.** Shows the costs incurred in each district. The cost for each district is determined by whether a particular sub-activity takes place in that district and whether costs for that sub-activity are weighted by the target population or divided evenly. (This would depend on your choices for the sub-activity on [screen 204nd](#).)
  - **Funding.** Shows the sum of all the funding for each district (from all funders, not just the selected funder).
  - **Gap.** Shows the funding gap for each district. Positive numbers in the gap column represent a funding gap; a negative gap means there is more funding than costs.
- E.** **Buttons to select or deselect districts.** You can select districts one at a time or use the following buttons. These buttons can save you time if you are working with a large number of districts.
- **Select all districts** button: Selects all districts.
  - **Deselect all districts** button: Clears all selections.
  - **Select all districts with a gap** button: Selects all districts with a positive funding gap.
  - **Select all districts in a region** button: Use the drop down list inside the button to choose a region, then push the button to select all districts in that region.
- F.** **Currency.** All amounts on the screen will be shown in the currency selected, even if they were originally entered in a different currency. You should also enter funding amounts in the currency selected here.
- G.** **Funding method.** Choose a radio button to either enter the amount of funding for selected districts or to fully fund the gap in selected districts. (If you fund the gap, you do not need to enter an amount.) Note that if you choose to fully fund the gap, the tool calculates that funding based on information entered throughout the entire TIPAC—so if, for example, you were to then go back later and change per diem rates that affect this gap, you would also need to return here and choose to fully fund the gap again.

- H. Add funding** button: Click this button after you have selected a funder, activity, sub-activity, and one or more districts (or “unrestricted” districts), and an amount (or “fully fund gap”). Doing so will record the data and create a new funding line item you can view on **screen 303b** and in the Reports module.
- I. View current funding:** This link will open **screen 303b**. **Screen 303** will remain open so that you can work on both screens.
- J. Navigation:**
  - **Done** button: When you have finished entering funding line items, press this button to go back to **screen 300**. Note that the data you entered here will be recorded, but pressing this button does not save your actual TIPAC file. Like any other Excel document, you should periodically save. To do this with the TIPAC, press the Save button in the top right corner of the screen. This would be a good time to save your file.

## Frequently asked questions

### *What is government funding?*

“Government funding” is funding for an activity (that is, a financial contribution, not an in-kind donation) that will be included as a line item in the government budget. An example of government funding would include funds used to pay for the development of IEC materials.

### *How do I reflect government in-kind contributions?*

Enter the cost of an item as you normally would in the Activity Costs module. In the Funders module, you can add “Government in-kind” as a funder and indicate the value of what the government is contributing in-kind. For example, you could enter a facility cost in the Activity Costs module for an event that takes place in a government-owned building and then use the “Government in-kind” to fund that item here.

### *Is this really my data? Where did these numbers come from?*

Yes. The numbers that appear on this screen came from all the work that you did in the Base Data and Activity Costs modules. The TIPAC is a robust program that conducts vast calculations in the background, based on your previous choices. For example, if on **screen 204nd** you determined that costs will be divided between your districts weighted by the target population for a given sub-activity (as opposed to evenly), that choice will be reflected in how the data break down by district here.

### *I still don't understand how these numbers are calculated. Can I have an example?*

For example, suppose you have an activity called “Meetings,” which contains three sub-activities, called “Task force meetings,” “National planning & review meetings,” and “District micro-planning meetings.” The costs for these three sub-activities is \$96,000, \$4,000, and \$20,000, respectively, for the year 2013. The TIPAC would add these together to get the total cost for “Meetings,” which would be \$120,000 for 2013.

Sub-activities for Meetings	Costs
Task force meetings	\$96,000
National planning & review meetings	\$4,000
District micro-planning meetings	\$20,000
Total for meetings	\$120,000

If you were to select just one of these sub-activities, “Task force meetings,” on **screen 303**, the TIPAC would break down the cost for that sub-activity by district. The total cost for “Task force meetings” is \$96,000 for 2013. That calculation comes from the cost classifications that you set in the Activity Costs module. In this case, the costs were the sum of personnel (\$20,000), transportation (owned) (\$25,000), transportation (hired) (\$25,000), supplies (\$10,000), equipment (\$10,000), consultants (\$5,000), and other (\$1,000), for a total of \$96,000.

Task force meeting	Costs
Personnel	\$20,000
Transportation (owned)	\$25,000
Transportation (hired)	\$25,000
Supplies	\$10,000
Equipment	\$10,000
Consultants	\$5,000
Other	\$1,000
Total for Task force meetings	\$96,000

The district-by-district costs on **screen 303** would be determined by whether you decided that costs for “Task force meetings” would be incurred across your districts weighted by the target populations (as opposed to evenly) on **screen 204nd**. Assume we have four districts with the following names and number of targeted individuals: District 1, 5,000; District 2, 2,000; District 3, 3,000; and District 4, 2,000. If you decided costs would be incurred weighted by the number of targeted individuals on **screen 204nd**, the totals would be District 1, \$40,000; District 2, \$16,000; District 3, \$24,000, and District 4, \$16,000. If you decided costs would be incurred evenly on **screen 204nd**, each district would receive \$24,000. In both cases, the total for “Task force meetings” across the selected districts would be \$96,000.

	Targeted individuals	Costs (if evenly divided)	Costs (if weighted average)
District 1	5,000	\$24,000	\$40,000
District 2	2,000	\$24,000	\$16,000
District 3	3,000	\$24,000	\$24,000
District 4	2,000	\$24,000	\$16,000

***Why does an activity or sub-activity show a funding gap when I have plenty of unrestricted funds to cover that gap?***

If you choose unrestricted funds, the TIPAC does not apply funding to any particular activity or sub-activity. So in the case of unrestricted funds, your figures might show a gap even though you have funding to cover that gap. The same would apply if “unrestricted districts” was selected.

***Why do some activities, sub-activities, and/or districts have a negative gap?***

If there is more funding than costs for a particular activity, sub-activity, or district there will be a negative gap.

***How do I add the waived drug clearance fees either as a government contribution or a non-government contribution?***

For government waived clearance fees: Waived clearance fees are entered as a percentage of the cost of the drug in the PC Drug Acquisition module on [screen 501](#) and can be included on many of the reports.

For non-government waived clearance fees: Clearance fees paid by any donor other than the government must be added to the TIPAC in two places: the Activity Cost module and the Funders module. In the Activity Cost module, select “Drug logistics” as your activity to cost. Then select “Drug importation” as your sub-activity to cost. Finally, select “Other” as your Cost classification, and add the additional cost of clearance fees that is not covered by the government. In the Funders module, select the funder who will be contributing to that cost; select “Drug logistics” as your activity to cost; and select “Drug importation” as your sub-activity to cost. Then select the appropriate number of districts, the appropriate funding method, and enter the amount.

## SCREEN 303b

This screen displays all of the funding line items you have entered. It will open when you click the “View current funding” link on [screen 303](#). You can use this screen to edit and delete funding items. The sort by and filter functions can help you select items more quickly.

### On this screen

- A. A list of current funding**, with the following columns: Funder, Activity, Sub-activity, Region, District, and Amount.
- B. Select all** button: Selects all funding items displayed in the table.
- C. Deselect all** button: Deselects all funding items displayed in the table.
- D. Sort by.** This allows you to sort all items in the table by any column, in alphabetical order.
- E. Filter.** After you sort by a column, you can filter the results so that only items you want to see are displayed in the list of current funding. (For example, if you want to view all funding in a district, sort by “district”, then filter the results by the district you want to view.)
- F. Edit selected funding item.** This allows you to edit one or more funding line items at once. After you have selected the funding items you want to change, use the “Column to edit” dropdown list, select a new value (or enter a new amount) in the “Change to” field, and press the Edit selected items button.

For example, if a funder diverts funds from one activity to another, you could update the relevant line items in just a few steps: sort by funder, filter by funder, and select the line items that pertain

to the first activity. Then in “Edit selected funding item,” you could use the “Column to edit” field to select the first activity, and “Change to” field to select the another activity, and click the Edit selected items button.

**Important note:** Editing the currency allows you to change the currency unit, but this does not automatically convert the amount of funding shown. If you want to convert the amount of funding, you will also need to select “Amount” in the “columns to edit” drop-down list and enter the correct amount for the currency you choose.

**G. Delete selected funding item.** This allows you to delete the selected funding line item.

**H. Navigation:**

- **Done** button: Pressing this button will close **screen 303b**. **Screen 303** will remain open so that you can continue entering funding line items if needed. If you want to keep both screens open while adding funding items, you can move the screens side by side.

## Frequently asked questions

### *Why don't the amounts match the ones I have entered so far?*

Funding amounts are shown in the currency you have selected, which may not be the one in which you originally entered the amounts. To change a funding line item to unrestricted, you need to delete all applicable items and then re-add as unrestricted.

### *I want to change funding items to unrestricted, but that is not an option. What should I do?*

To change a funding line item to unrestricted, you need to delete all applicable items and then re-add as unrestricted.

## SCREEN 303n

This screen is for adding, deleting, and editing the names of new funders. This screen is accessed from the “Add/edit/delete funder” link on **screen 303**. There is no limit to the number of funders you can enter.

The screenshot shows a window titled "Funder" with a "Save file" button in the top right corner. On the left, a table lists funders:

Funder	Total funding ()
Government funding	0

On the right, there are three radio button options:

- B** Add new funder (selected): A text input field.
- C** Edit selected name: A text input field.
- D** Delete funder: A button labeled "Add new funder".

At the bottom right, there is a blue button labeled **E** DONE. The screen number "303n" is visible in the bottom right corner of the window.

### On this screen

- A.** A list of **funder names**. The first column lists the names of all the funders. The second column shows the total contribution for that funder, in the selected currency. “Government funding” is already entered for you and cannot be deleted or renamed.
- B.** **Add new funder.** You can add new funders in this text box.
- C.** **Edit selected name.** This is a text box for editing the names of funders that already listed in the tool. “Government funding” is already entered for you and cannot be deleted or renamed.  
**Important note:** When you change a funder’s name here, the name will be automatically updated throughout the TIPAC, including on any funding line items already entered.
- D.** **Delete funder.** This allows you to delete a funder from the TIPAC. If the funder is currently funding any line items, you will see a message indicating the funder cannot be deleted. The funder cannot be deleted until all corresponding funding items are deleted from the TIPAC.
- E.** Navigation:
  - **Done** button: Takes you back to **screen 303**, where your revised list of funder names will now appear in the list. You can only press “Done” if the form is filled in with valid data.

# Reports

Reports allow you to see the information you entered in the TIPAC data entry modules compiled into tables and charts. Each of the fourteen reports displays key summarized information, such as program line item costs, funding gaps, drug stocks, and 5-year cost and drug forecasts. You can also generate the World Health Organization (WHO) Joint Request for Selected PC Medicines. The reports are organized into four sections: summary, target populations, costs and funding, and drug need.

You can customize each report using the corresponding control panel. Make your selections by checking or unchecking boxes or by using the drop-down lists. Then click the Update button, and the data displayed in the report will update based on your choices. You can also select the currency in which you would like to view totals. When viewing reports, you can manipulate the data shown to create “what if” scenarios; the changes you make here will not be saved or alter the data entered into the data entry modules. Additionally, you can modify the report’s layout without affecting the data saved in the TIPAC. For example, you can expand row height if the text doesn’t fit or rename chart labels.

Any of the fourteen reports can be copied into a separate Excel spreadsheet. With the exception of the summary report, all reports can also be exported as PDFs for you to use in documents or presentations.

**Important note:** If you copy and paste data from one of the report worksheets into another file, Excel may ask if you want to link the files. **Do not link the files.**

## Screens in the Reports module

**400:** The main screen of the Reports module

## Worksheets in the Reports module

<b>Summary reports:</b>	<ul style="list-style-type: none"> <li>Summary of cost line items</li> <li>Annual work plan matrix and timeline</li> <li>Activity and sub-activity completion status</li> </ul>
<b>Target populations reports:</b>	<ul style="list-style-type: none"> <li>Target population summary</li> <li>Five-year target population projections by district</li> </ul>
<b>Costs and funding reports:</b>	<ul style="list-style-type: none"> <li>Total program costs</li> <li>Total program funding</li> <li>Total program costs, funding, and gap</li> <li>Cost per person targeted</li> <li>Salary contribution</li> <li>Five-year cost projections</li> </ul>
<b>Drug need reports:</b>	<ul style="list-style-type: none"> <li>PC drugs needed, acquired, and gap</li> <li>Five-year PC drug forecast</li> <li>Drug needs projections by district</li> <li>WHO Joint Request for Selected PC Medicines</li> </ul>

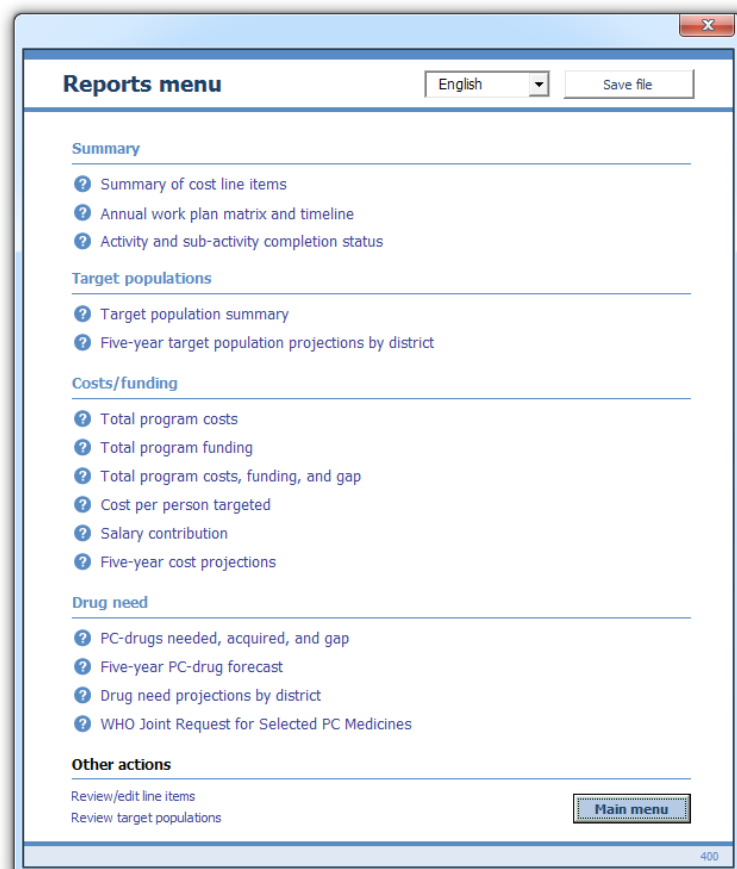


## SCREEN 400

This screen contains the Reports menu, where you can select any of the fourteen reports listed to analyze data entered into the TIPAC.

### Using the control panel, you can also:

- **Review and edit line items** by selecting the “Review/edit line items” link. This will take you to **screen 999** where you can use an editable list of all line items.
- **Review target populations** by selecting the “Review target populations” link. This will take you to **screen 199**.
- **Return to the TIPAC’s main menu** on **screen 000** by selecting the Main menu button on the bottom right of the screen.



## Summary of cost line items

This report shows a list of all of your program's line items, including drug and salary costs. You can sort and filter the data shown, and then copy and paste the data into a new Excel worksheet for additional analysis. You can also use this report to edit line items or target populations using the "Review/edit line items" link.

**Important note:** To edit a line item, press the "Edit or delete a line item" button, which will take you to [screen 999](#). **The TIPAC will not save any data that you enter directly into the Summary of cost line items worksheet.**

### With this report you can:

- **Select the year** you want to see data for using the control panel. If the first year is selected, all drug, salary, and clearance fees will show, as well as line items that begin in year 1. If a later year is selected, only line items that begin in that year will be listed.
- **View the running total.** This is the total of all costs listed for the year selected.
- **Sort line items.** You will see columns for the cost category, activity, sub-activity, number of districts in which the line item takes place, costs by individual NTD, cost classification, description, cost (in the currency in which the item was input), and the comments you entered in the Activity Costs module for each line item. A small sort button is located at the top of each column.
- **Filter line items.** The filters will let you sort all line items by user-selected criteria. When you are done filtering by particular criteria, remember to choose "Clear filter" from the sort button's drop-down menu so that all of your data will be visible again. For more information, search for "filter" in Excel help.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Review and edit line items** by selecting the "Review/edit line items" link. This will take you to [screen 999](#) where you can use an editable list of all line items.
- **Return to the Reports menu** on [screen 400](#) by selecting the Main menu button on the bottom right of the screen.

## Annual work plan and timeline

This report shows a planning timeline divided by months. The report also shows the total costs, funding, and funding gap by activities, sub-activities, or districts, along with amounts per funding source. Your choices on the control panel determine which data are displayed in the report. To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View a planning matrix and timeline.** The table shows the total estimated costs, funding, and funding gap by activities, sub-activities, or districts (whichever you choose), along with amounts per funding source allocated across the months of your program, based on all of the data entered into the TIPAC.
- **Choose levels for viewing and filtering data.** Choose to see costs sorted by activity, sub-activity, or district. Your selection for level one will determine the highest order for sorting. You can also filter data based on your selection for level one.
- **Choose detail.** Choose whether you want to display the costs and funding data, the timeline or both.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Activity and sub-activity completion status

This report shows the completion status of the activities and sub-activities in your program, as entered into the TIPAC. To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View the completion status of all activities and sub-activities.** The table shows the completion status of every activity and sub-activity in your program, except those with the status “not started.” Names of sub-activities include the name of the activity to which they belong.

### Using the control panel, you can also:

- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Target population summary

This report summarizes all of the target populations in your program, as entered in **worksheet W1C1**, including target groups, target populations, the number of endemic districts, and the number of districts targeted for treatment for each applicable NTD and treatment round. (See Appendix D for more information on how the TIPAC calculates target populations.) To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View the target population summary.** The table shows a summary of target populations in your program, including target groups, target population, and number of districts. The table lists this information by NTD.
- **Select the year(s)** you want to see data for using the control panel. Each fiscal year you select will add two columns to the table: one for target population size, the other for number of districts.

### Using the control panel, you can also:

- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Five-year target population projection by district

This report shows a five-year projection of target populations for your program, across all districts and in each district. This report calculates the target population based on the districts and population figures entered on **worksheet W1C1** in the Base Data module and takes into account overlapping populations to reduce double counting,. See Appendix D for more information on calculations for overlapping target populations. You can select which NTDs to include in the projection using the control panel. The report also shows the disease burden codes for each NTD in year 1. To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View five-year target population projections.** The bar graph shows a five-year projection of the total target population for your program. The table shows the five-year projection by district.
- **View target population projections by NTD(s).** You can use the control panel to select which NTDs to include in the projection. Only target populations associated with the chosen NTDs will be included in the totals.
- **View disease burden codes.** The table also lists the disease burden codes for each PC-NTD by district in year 1.

### Using the control panel, you can also:

- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen

## Total program costs

This report shows year 1 costs for your program by level—that is, activity, sub-activity or district. Your choices on the control panel determine which data are displayed in the table and graphs.

### With this report you can:

- **View program costs.** The table shows total program costs by level (that is, activity, sub-activity, or district) based on all of the data entered into the TIPAC and your choices on the control panel. When you view costs by activity or sub-activity, the pie chart provides a graphic representation of the data.
- **View program costs by category.** Choose whether you want to include implementation costs, operational costs, government salaries, non-government salaries, PC drug acquisition, donated drugs, and/or drug in-kind clearance fees in the report display.
  - If viewing by activity or sub-activity: Salaries are not delimited by disease. Therefore if you choose to view with salaries included, the entire salary total will show no matter which diseases are selected. (See Appendix A for more information about salary calculations.)
  - If viewing by district: Salaries and drug costs appear individually on their own lines as a total of all districts if selected.
- **View costs by NTD(s).** Only costs associated with the chosen NTDs will be included in the totals.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Total program funding

This report shows a list of the funders and the amounts each funder contributed. You can choose which costs you would like included in the totals using the control panel. If you choose to include donated drugs, a list of your drug donors will also show. The amounts shown in the table and graph change based on your choices in the control panel. You can copy and paste data from here into other files.

Please note, the TIPAC refers to entities that fund any line items entered in the Activity Costs module as funders, and donors are those that procure PC drugs for the five PC-NTDs.

### With this report you can:

- **View total program funding.** The table shows total program funding by funding source, based on all of the data entered into the TIPAC. The **pie chart** provides a graphic representation of the data.
- **View program funding by category.** Choose whether you want to include implementation costs, operational costs, government salaries, non-government salaries, PC drug acquisition, donated drugs, and/or drug in-kind clearance fees in the table and pie chart. If donated drugs are chosen, a list of drug donors will also display on the report. (For more information about salary calculations, see Appendix A.)

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.



## Total program costs, funding, and gap

This report shows total year 1 costs, funding, and gap by activities, sub-activities, or districts, along with amounts per funding source. Your choices on the control panel determine which data are displayed in the table and graphs. You can generate PDFs and copy and paste data from here into other files.

### With this report you can:

- **View total program costs, total program funding, and the total funding gap.** The table shows total program funding by level (that is, activity, sub-activity, or district) based on all of the data entered into the TIPAC and your choices on the control panel.
- **View program costs, funding, and the funding gap by category.** Choose whether you want to include implementation costs, operational costs, government salaries, non-government salaries, PC drug acquisition, donated drugs, and/or drug in-kind clearance fees in the report display.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Cost per person targeted

This report displays the total year 1 program costs, the number of persons targeted for intervention, and the calculated cost per person targeted for both individual NTDs and as an integrated program total.

For individual *PC-NTDs*, the tool uses the MDA target population figures entered in **worksheet W1C1**. For oncho and STH with multiple MDA rounds, it takes the maximum target population between the two rounds. For LF and trachoma, the maximum between MDA and morbidity control figures is used. For individual *non-PC NTDs*, the maximum between intervention target populations is used. The individual NTD costs are calculated from the cost and disease allocations entered in the Activity Cost module.

For the integrated total of all NTDs in your program, the tool calculates the target population taking into account overlapping intervention target groups between NTDs (see Appendix D). The total overlapping target population, therefore, may not equal the sum of the individual NTD target populations. The integrated total cost for all NTDs equals the total cost of all activities entered in the Activity Cost module.

**Salary note:** Salaries are disaggregated by disease for each line item.

You can choose whether you want to include implementation costs, operational costs, drug costs, donated drugs, and/or drug in-kind clearance fees in the calculation. To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View cost per person targeted, by NTD.** In the first column, the table shows the total costs for your program, the total number of persons targeted, and the total cost per person targeted. The remaining columns show these amounts for each NTD targeted for treatment in your program.
- **Choose which costs to include.** Select the types of costs you want to include in the cost calculations using the control panel. Options include: implementation costs, operational costs, government salaries, non-government salaries, drug costs, PC drug acquisition, donated drugs, and/or drug in-kind clearance fees.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Salary contribution

This report shows all salary contributions for your program. (See Appendix A for more information about salary calculations.) To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View salaries.** The table shows all salary contributions for your program. All personnel are listed here, based on your entries in the Activity Costs module. The columns show personnel information and salaries.
- **View salary contribution.** For full time employees, the salary contribution includes the full annual salary. For partial time employees, the salary contribution is calculated based on the total days worked in the first year of your program.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Frequently asked questions

### ***Why do some part-time NTD personnel show total days greater than the annual number of working days that was input?***

For part-time personnel, the TIPAC adds up total per diem and event days accumulated by each personnel type (or title). There may be many individuals under the same title (for example, “driver”) whose combined total of working days exceeds the annual number of working days for one person.

## Five-year cost projections

This report shows a five-year cost projection for your program by the level of your choice—that is, total summary, activity or sub-activity.

The TIPAC estimates five-year costs by allocating costs either evenly across districts or weighted by target population, based on the cost allocation method chosen on [screen 204nd](#).

To find the cost for a particular sub-activity in Year 2 when costs are allocated evenly across districts, the TIPAC takes the total cost for all line items of that sub-activity in Year 1, divides that total by the number of districts the sub-activity takes place in during Year 1, and then multiplies that number by the number of districts chosen for Year 2, multiplied by an inflation rate provided by the user on the Report control panel. The calculation is repeated for years 3-5. If there are no districts selected in Year 1, then Year 2 (or Year 3, or Year 4, or Year 5, as applicable) is used as the base year.

For example, the cost of Development of IEC materials in year 1 is \$10,000 and is allocated evenly across all 5 targeted districts. In year 2, 6 districts are targeted and the inflation rate from Year 1 to Year 2 is 2.4%. The equation to calculate the costs in Year 2 will be:

$$\$10,000/5 * 6 * 1.024 = \$12,288$$

To project the cost for a particular sub-activity in Year 2 when costs are allocated by target population, the TIPAC takes the total cost for all line items of that sub-activity in Year 1, divides that total by the target population for that sub-activity in Year 1, and then multiplies that number by the target population for Year 2. (See Appendix D for more information on how the TIPAC calculates target populations.) The calculation is repeated for years 3-5. If there are no districts selected in Year 1, then Year 2 (or Year 3, or Year 4, or Year 5, as applicable) is used as the base year.

For example, the cost of Zithromax MDA in Year 1 is \$12,000 in 3 districts. The total target population in these 3 districts is 42,500 and the costs will be allocated based on the target population size. In Year 2, an additional district is targeted and the total target population will rise to 54,000. The inflation rate remains 2.4%. The formula to determine the costs in Year 2 is as follows:

$$\$12,000/42,500 * 54,000 * 1.024 = \$15,613$$

The amounts in the table change depending on your choices in the control panel. You can copy and paste data from here into another file or save it as a PDF.

### With this report you can:

- **Enter an inflation rate.** Enter an annual inflation to guide the annual forecasts.
- **View total five-year cost projections.** The table shows total five-year cost projections by the level of your choice (that is, total summary, activity or sub-activity) based on all of the data entered into the TIPAC. The bar graph provides a graphic representation of the data.
- **View five-year cost projections by category.** Choose whether you want to include implementation costs, operational costs, government salaries, non-government salaries, PC drug acquisition, donated drugs, and/or drug in-kind clearance fees in the report display.

## Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## PC drugs needed, acquired, and gap

This report shows the drugs needed, acquired, and in stock, as well as the current drug gap, for up to five PC-NTDs in the first year of your program: lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminths (STH), and trachoma. You can choose to view this information in terms of drug units or monetary value using the control panel. The data shown is based on all of the data entered into the PC Drug Acquisition module and other TIPAC modules. (See Appendix C for an explanation of how the TIPAC calculates the number of drug units needed.) To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View the amount of drugs needed, acquired and in stock, as well as the drug gap for year 1.** You can select to view the data in terms of drug units or monetary value using the control panel. The table at the top of the report lists this information by drug name, including the drug manufacturer. The bar graph shows the percentage of PC-NTD drugs funded based on the amount needed, including percentages of total stock (in brown), total funded (in blue) and gap (in pink). The table below the graph shows the same amounts visualized in the graph, but numerically and in absolute terms (of drug units or monetary value) instead of percentages.

Note that in this report, drug stock is shown in its own column, rather than already being subtracted from drug need, as it appears in the other reports.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## Five-year PC drug forecast

This report shows a five-year projection of the drugs needed for all years of your program (including year 1) for five PC-NTDs—lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminths (STH), and trachoma. Note that this report shows only the drugs needed (in drug units or monetary value) for each year, not the drug gap. It represents the total number of tablets required to treat the target population and does not subtract the amount in stock or acquired. The data shown is based on all of the data entered into the TIPAC. (See Appendix C for an explanation of how the TIPAC calculates the number of drug units needed.) To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View a five-year drug forecast.** The table shows a five-year projection of the PC-NTD drugs needed for each year of your program, as well as the total drugs needed over the five-year period, listed by drug name. You can display this information in terms of drug units or monetary value using the control panel.

### Using the control panel, you can also:

- **Select a currency.** All amounts on the report will be shown in the currency you choose, even if they were originally entered in a different currency.
- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.

## PC Drug needs projections by district

This report shows drug needs projections for PC-NTDs in each district. It represents the total number of tablets required to treat the target population and does not subtract the amount in stock or acquired. You can select which PC-NTDs to include in the projections using the control panel: lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminths (STH), or trachoma. (See Appendix C for more information on how the TIPAC calculates drug units needed.)

**Salary note:** Salaries are disaggregated by disease for each line item.

The report displays projections one year at a time, based on the year you select on the control panel. To save the report, you can export it as a PDF or copy and paste the data into other files.

### With this report you can:

- **View drug needs projections by district.** The table shows a one-year projection based on the year you choose on the control panel. You can also use the control panel to select which PC-NTDs you want to see drug need projections for.

### Using the control panel, you can also:

- **Create a PDF** of the report using the PDF sheet button. If you receive error messages when creating PDFs, you may need to update your Adobe plugins. See Excel help for more information.
- **Return to the Reports menu** on **screen 400** by selecting the Reports menu button on the bottom right of the screen.



## WHO Joint Request for Selected PC Medicines

This report generates a WHO form, the Joint Request for Selected PC Medicines. You can reach this screen from the Reports menu on **screen 400**.

The TIPAC generates this form based on all of the data entered into the TIPAC. However, you will need to indicate on this screen whether or not your country is endemic for LF, Oncho, SCH, and STH. If your NTD program includes STH treatment, you also need to indicate the STH treatment option your program will use for each district listed. You can use the Select all buttons to make your selections more quickly.

After you have finished entering the required data, select “Generate.” A screen will pop up and ask you if you want to generate the joint request form. Press the Yes button to continue or the No button to return to screen previous screen.

Selecting the Done button on this screen will bring you back to the Reports menu on **screen 400** without saving your responses.

The drug need automatically generated in the Joint Request for Selected PC Medicines is identical to that calculated by the TIPAC in the PC Drug Acquisition module. Additional instructions for PZQ, ALB/MBD, and drug stocks are as follows:

1. The population requiring treatment for PZQ in the Joint Request for Selected PC Medicines is calculated as a portion of the total population, based on the disease endemicity. Therefore, it is possible that the target population generated by the TIPAC may be greater than the population requiring treatment, depending on your country’s treatment schedule. For example, if your country targets all SAC for PZQ treatment in one year, and none the following year in a district with a disease burden code of 1, the target population will be 100% of the SAC population, while the population requiring treatment will only be a portion of the SAC population. If this is the case in your country, provide a comment in the “Additional information” area on the “Shipment” tab of the Joint Request for Selected PC Medicines.
2. For ALB/MBD need, the Joint Request for Selected PC Medicines assumes that the same number of PSAC and SAC are treated per round in districts with two rounds of STH treatment. Therefore the target population indicated on the Joint Request for Selected PC Medicines is the sum of both rounds, minus any integration with LF. The “Other” column will fill with the presumed high-risk adult population for both rounds. If the same number of PSAC, SAC, and HRA are not treated during both rounds, the target populations in the Joint Request for Selected PC Medicines will need to be reviewed and updated manually.
3. National level drug stock information entered in the TIPAC will appear on the summary tab. Note that when you update this tab to retrieve the other information from the Joint Request for Selected PC Medicines, the stock will reset to zero, and will need to be re-entered, unless district level stock information was provided on the drug specific tabs. If you know the district-level stock, you can delete the value on the Summary tab that was populated from the TIPAC, and fill in the district-level stock information on the appropriate drug tabs.

# Appendix A

## Salary calculations

### What is the salary total?

The salary total is a back calculation computed by the TIPAC to help you track the personnel costs and funding for your program. There are two types of personnel—government and non-government. The TIPAC calculates totals for both types of personnel separately so you can view the totals individually (to see the government contribution, for example).

### How is it calculated?

The salary total includes:

- Entire salaries of all employees marked with “include entire salary”, based on the information entered on **screen 221n**.
- Portions of the salaries of all employees marked with “percentage based on days worked” as selected on **screen 221n**. The amount for each employee is based on how many total days that person spends on events and traveling. These days are tracked by the TIPAC as you enter personnel costs on **screen 221**. Specifically, the TIPAC will add up all the event days and travel days for that employee in the Activity Costs module and divide that by the number of workdays in the year, and then multiply the result by that employee’s salary.

For example, if your program has two managers who work full time on your program, each with a salary of 10,000, the salary total would be 20,000. If, in addition, there is a program officer who is only part time on your program, only a portion of his salary would be included, according to the following formula:

A: Annual salary

B: Work days per year (country-wide, as entered in Base Data: General information **screen 111**)

C: Number of days worked as entered in Activity Costs module for this personnel

**Salary contribution = A / B \* C = annual salary / workdays \* number of days worked**

If the number of work days you entered was 220, the program officer had an annual salary of 11,000, and he was entered as working 100 days in the line items in the Activity Costs module, then the following formula would calculate the salary contribution:

**Salary contribution = 11,000 / 220 \* 100 = 5,000**

## Do I also need to enter the funding for the salaries?

No. The cost of salaries will automatically be included as salary funding in the Reports module. For non-government employees, these salaries are often covered by various partner organizations.

## What if the national program would like a position to exist but there is no funding for this position?

Under the cost category “Operational Costs,” add “Staffing” as an activity, and the name of the position as the sub-activity. In **screen 204nd**, you can indicate which diseases and districts this position would apply to, and whether it’s a one-year position or for multiple years. Then, in **screen 220**, select “Personnel” and then “Add new personnel” from **screen 221**. On **screen 221n**, enter the title and salary information for the position. Since this position is not currently funded, chose not to track the salary. On **screen 221**, select the personnel you just added, indicate the number of personnel that should be funded, indicate 1 event, 1 day per event, and then enter this position’s 12-month salary as the “fixed allowance per event.” This will capture the cost for this position without including it in the contribution for salaries.

## Where will the salaries show up in the Reports module?

Each report includes the choice of whether or not to include salary amounts for government personnel, non-government personnel, or both. The salaries will show up as a line in both the costs and funding.

## What if I don’t want to include government salaries?

You do not need to. Do not mark your personnel as government employees in **screen 221n**, or enter their salaries as 0. However, please note that the government’s contribution toward salaries will not be captured in the tool, thereby showing a reduced government commitment.

# Appendix B

## Disease burden and at-risk codes

Disease burden codes and at-risk codes are numbers or letters that provide a quick reference for the endemicity of a particular NTD. You will be asked to enter these codes on **worksheet W1C1** after choosing an NTD on **screen 121**.

Disease burden codes are developed in line with the World Health Organization's guidance on classifying areas as endemic above or below the treatment level. You will need to enter a disease burden code for each preventative chemotherapy (PC) NTD included in the TIPAC. The five PC-NTDs include: lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminthiasis (STH), and trachoma.

At-risk codes classify areas as at-risk, not at-risk, or unknown. You will be asked to enter at-risk codes for all other NTDs, as you defined them on **screen 121**.

A code should be assigned to each district based on its endemicity status at the time of data entry. For example, if a district was once endemic for LF but—after implementing 5 rounds of effective MDA, sentinel and spot check site surveys indicating mf <1%, and passing a TAS—there is no longer any MDA required, the code should be “0” to indicate it does not require treatment. Similarly, if the most recent trachoma impact survey indicated that the district-level TF prevalence is >0 and <10%, the code should be “1” to indicate sub-district treatment may be required.

If a district is suspected to be endemic but is not yet mapped, this district should be classified as “M.” However, if a district is not suspected to be endemic and there are no plans to map, the district should be classified as a “0,” not endemic above the treatment threshold.

Disease burden codes for specific NTDs appear for your reference on **worksheet W1C1** and on **screen 145**. You can see all of them below, sorted by disease.

### Disease burden codes by disease

#### Lymphatic Filariasis (LF)

- 0: <1% Mf (not endemic above treatment level)
- 1: ≥1% Mf in any part of the district
- M: Not mapped

#### Onchocerciasis (Oncho)

- 0: <20% onchocercal nodules or <40% skin mf infection (not endemic above treatment level)
- 1: ≥20% onchocercal nodules or ≥40% skin mf infection in any part of the district
- M: Not mapped

Since the tool provides cost estimates by district (or whatever equivalent level you specified on **screen 131**), this section asks for disease burden at the district level. Because oncho is a focal disease, it is possible that some villages/communities in the district are endemic above the treatment threshold level, while other villages/communities are not. In this case, the district should receive a disease burden code of “1”, indicating there is need for some level of PC intervention. In **worksheet W1C1**, you will be able to indicate the target population in each district, which can incorporate the more focal nature of oncho.

### Schistosomiasis (SCH)

- 0: 0% (no reported cases) (not endemic)
- 1: >0% and <10% through parasitological methods (low prevalence)
- 2: ≥10 and <49% through parasitological methods or <30% by questionnaire for history of haematuria (moderate prevalence)
- 3: ≥50% through parasitological methods or ≥30% by questionnaire for history of haematuria (high prevalence)
- M: Not mapped

Since the tool provides cost estimates by district (or whatever equivalent level you specified on **screen 131**), this section asks for disease burden at the district level. Because SCH is a focal disease, it is possible that some villages/communities in the district are endemic above the treatment threshold level, while other villages/communities are not. Similarly, some villages/communities may require annual treatment according to WHO guidelines, while others may require only bi-annual treatment (i.e., once every two years). In these cases, the district should receive a disease burden code corresponding to the highest prevalence present in the district, indicating there is need for some level of PC intervention. In **worksheet W1C1**, you will be able to indicate the target population in each district for each year, which can incorporate the more focal nature of SCH.

### Soil Transmitted Helminthiasis (STH)

- 0: 0% (not endemic)
- 1: >0 and <20% (low prevalence -- not endemic above treatment level)
- 2: 20-49% (moderate prevalence)
- 3: ≥50% (high prevalence)
- M: Not mapped

### Trachoma

- 0: 0% TF (not endemic above treatment level)
- 1: >0 and <10% TF in 1–9 year olds (may require sub-district treatment)
- 2: ≥10% TF in 1–9 year olds (requires district-level treatment)
- M: Not mapped

When district-level survey results indicate <10% TF in 1–9 year olds, there may be some areas within the district with ≥10% active trachoma, so that sub-district level treatment might be required. These

districts should receive a code of 1, and can be selected for MDA in **screen 145**. In **worksheet W1C1**, target populations will be automatically estimated for districts with trachoma  $\geq 10\%$  according to the total population in the district, while users can manually enter the target populations for districts with prevalence between 0 and 10% in order to capture sub-district level treatment.

### **“Other” NTDs**

While other NTDs do not have disease burden codes, they do have at-risk codes that will need to be entered by district. For all other NTDs, they are:

- 0: Not at-risk
- 1: At-risk
- M: Not mapped or unknown

# Appendix C

## Drug Acquisition: Calculations for drug units needed

The TIPAC automatically calculates the quantity of drug units needed for the five NTDs that can be controlled/eliminated through a preventive chemotherapy strategy (PC-NTDs). These NTDs include: lymphatic filariasis (LF), onchocerciasis (oncho), schistosomiasis (SCH), soil-transmitted helminthiasis (STH), and trachoma. Only these drugs can be entered in the drug acquisition module because the complex back calculations to calculate drug need only apply to PC-NTDs.

The general formula is the MDA target population (for a specific PC-NTD) multiplied by the drug multiplier (for the associated drug), taking into account any overlap between the target populations of different diseases to avoid double counting. You define MDA target populations in the Base Data module in **screen 145** and **worksheet W1C1**. You define the drug multipliers in **screen 501** of the PC Drug Acquisition module.

Specific calculations and examples are presented below for each PC-NTD and drug combination.

### DEC: Diethylcarbamazine

DEC is used when LF MDA is required and DEC+ALB is the chosen drug combination. DEC should only be used when oncho is not endemic in the country.

#### Example:

LF MDA Target Population	DEC Multiplier	Formula	DEC Units Needed
100,000	2.5	$100,000 \times 2.5$	250,000

### IVM: Ivermectin

IVM is used when LF MDA is required and IVM+ALB is the chosen drug combination. IVM is also used when there is oncho MDA is required. When there is both LF and oncho, IVM can be used to treat both NTDs, as in Example 3 below.

#### Example 1: LF, no oncho

LF MDA Target Population	Oncho Round1 MDA Target Population	Oncho Round 2 MDA Target Population	IVM Multiplier	Formula	IVM Units Needed
100,000	0	0	3	$100,000 \times 3$	300,000

**Example 2: Oncho, no LF**

The tool calculates the sum of oncho round 1 and oncho round 2 because each requires a separate number of IVM units.

LF MDA Target Population	Oncho Round 1 MDA Target Population	Oncho Round 2 MDA Target Population	IVM Multiplier	Formula	IVM Units Needed
0	70,000	10,000	3	$(70,000 + 10,000) \times 3$	240,000

**Example 3: LF and oncho**

When both LF and oncho MDA are required, the IVM units needed for each district must be calculated separately and then summed together to calculate the total needed.

For districts where the LF MDA target population > oncho round 1 MDA target population, the LF population is used (District A).

For districts where the LF MDA target population < oncho round 1 MDA target population, the oncho round 1 population is used (District B)

The oncho round 2 MDA target population is always added to the above formulas because it is a separate distribution round.

District	LF MDA Target Population	Oncho Round 1 MDA Target Population	Oncho Round 2 MDA Target Population	IVM Multiplier	Formula	IVM Units Needed
A	<b>100,000</b>	70,000	<b>20,000</b>	3	$(100,000 + 20,000) \times 3$	360,000
B	0	<b>80,000</b>	<b>20,000</b>	3	$(80,000 + 20,000) \times 3$	300,000
<b>TOTAL</b>	<b>100,000</b>	<b>150,000</b>	<b>30,000</b>			<b>630,000</b>

**PZQ: Praziquantel**

PZQ is used when SCH MDA is required. Note there are separate multipliers for school age children and adults because the quantity of PZQ needed is relative to the individual's weight.

**Example:**

SCH SAC MDA Target Population	PZQ SAC Multiplier	SCH Adult MDA Target Population	PZQ Adult Multiplier	Formula	PZQ Units Needed
20,000	2.5	30,000	3	$(20,000 \times 2.5) + (30,000 \times 3)$	140,000



## ALB (with IVM or DEC): Albendazole (for LF)

ALB (with IVM or DEC) is used when there is LF MDA. Note the ALB units calculated here for treating LF are distinct from the ALB/MBD units calculated for treating STH. However, if the LF and STH round 1 treatments are integrated (defined by the user in **screen 501**), ALB (for LF with IVM or DEC) units will also treat one round of STH for overlapping target populations. Regardless of whether the treatments are integrated, the ALB (with IVM or DEC) units needed for LF remains the same.

### Example:

LF MDA Target Population	ALB Multiplier	Formula	ALB Units Needed
100,000	1.1	$100,000 \times 1.1$	110,000

## ALB/MBD (alone or with PZQ): Albendazole or Mebendazole (for STH)

ALB/MBD (alone or with PZQ) is used when STH MDA is required. Because the multiplier for ALB and MBD are the same, the total units needed is identical regardless of what combination of the two drugs is actually used.

The ALB/MBD units calculated for STH are distinct from the ALB units calculated for treating LF. However, if the LF and STH round 1 treatments are integrated (defined by the user in screen 501), ALB (for LF with IVM or DEC) units will also treat one round of STH for overlapping target populations (see Examples 2 and 3 below). ALB/MBD units for STH round 2 (two rounds of STH) are always added, regardless of whether LF and STH round 1 treatments are integrated because it is a separate distribution round.

### Example 1: STH, no LF or STH and LF (treatments not integrated)

STH MDA Target Population	STH Round 2 MDA Target Population	ALB/MBD Multiplier	Formula	ALB/MBD Units Needed
50,000	30,000	1.1	$(50,000 + 30,000) \times 1.1$	80,000

### Example 2: STH and LF (DEC+ALB) (integrated treatment)

When LF and STH round 1 treatment is integrated and DEC+ALB is used for LF, the ALB/MBD units needed is calculated as the greater of LF and STH round 1 target populations in each individual district. This should almost always be the LF target population (e.g. District A) but may be the opposite in some rare cases, such as if the LF implementation unit is smaller than the district (e.g. District B). ALB/MBD units for STH round 2 (two rounds of STH) are always added, regardless of whether LF and STH round 1 treatments are integrated because it is a separate distribution round.

District	LF MDA Target Population	STH Round 1 MDA Target Population	STH Round 2 MDA Target Population	ALB/MBD Multiplier	Formula	ALB/MBD Units Needed
A	100,000	50,000	20,000	1.1	$(100,000 + 20,000) \times 1.1$	132,000
B	20,000	50,000	20,000	1.1	$(50,000 + 20,000) \times 1.1$	77,000
<b>TOTAL</b>						<b>209,000</b>

**Example 3: STH and LF (IVM+ALB) (integrated treatment)**

When LF and STH round 1 treatment is integrated, and IVM+ALB is used for LF, the ALB/MBD calculation is the same as Example 2 with the exception of also adding STH round 1 preschool age MDA target population. This is because IVM+ALB is only recommended to children greater than 90cm in height/15 kg body weight, which typically corresponds to children  $\geq 5$  years and the integrated treatment would thus typically not cover pre-school aged children for STH round 1.

District	LF MDA Target Population	STH Round 1 (SAC + Adult) MDA Target Population	STH Round 1 (PSAC) MDA Target Population	STH Round 2 MDA Target Population	ALB/MBD Multiplier	Formula	ALB/MBD Units Needed
A	100,000	40,000	10,000	20,000	1.1	$(100,000 + 10,000 + 20,000) \times 1.1$	143,000
B	20,000	40,000	10,000	20,000	1.1	$(40,000 + 10,000 + 20,000) \times 1.1$	77,000
<b>TOTAL</b>	<b>120,000</b>	<b>80,000</b>	<b>20,000</b>	<b>40,000</b>			220,000

**TEO: Tetracycline Eye Ointment**

TEO is used for children  $< 6$  months old when trachoma MDA is required. The default multiplier is 2 because two tubes of TEO are recommended to treat one child.

**Example:**

Trachoma $< 6$ months MDA Target Population	TEO Multiplier	Formula	TEO Units Needed
5,000	2	$5,000 \times 2$	10,000

**Zmax POS: Zithromax Pediatric Oral Suspension**

Zmax POS is used for 6–59 month old children when trachoma MDA is required. The multiplier is  $1/3$  because one bottle of Zmax POS is recommended to treat three children.

**Example:**

Trachoma 6–59 months MDA Target Population	Zmax POS Multiplier	Formula	Zmax POS Units Needed
12,000	$1/3$	$12,000 \times (1/3)$	4,000

## Zmax Tabs: Zithromax tablets

Zmax Tabs are used when there is trachoma MDA for children  $\geq 5$  years old.

### Example:

Trachoma $\geq 5$ years MDA Target Population	Zmax Tabs Multiplier	Formula	Zmax Tabs Units Needed
200,000	3	$200,000 \times (3)$	600,000

# Appendix D

## Calculations for overlapping target populations across multiple diseases

To calculate the overlapping target population across diseases, the tool takes into consideration the co-endemicity in a given district for the selected diseases. Target populations for specific sub-activities are calculated in **screen 204nd** of the Activity Costs module, and they are used frequently throughout the TIPAC. These target populations are used to calculate sub-activity costs for districts when weighted by target population, and they may be used in the cost classification **screens 221–227** to cost items as a ratio of the target population for the sub-activity. Target populations are also shown in the Reports module.

In general, the target population algorithm first calculates the maximum target population for the PC-NTDs, as explained in Step 1. Then the algorithm compares that figure with the target populations for other NTDs (Step 2). Finally, it uses the highest figure between these PC-NTD and other NTD target populations as the total overlapping target population for the given sub-activity (Step 3). Each step is calculated on a district basis and then summed.

### Step 1: PC-NTD target population

When calculating the overlapping MDA target population size for PC-NTDs, the algorithm assumes maximum integration for multiple NTDs targeting the same population for any overlapping age group. For example, if 100,000 individuals  $\geq 5$  years are targeted for LF and trachoma, the TIPAC assumes it is the same 100,000 individuals treated for both NTDs as opposed to 200,000 (100,000 separate individuals for each treatment). Likewise, if there are 150,000 individuals  $\geq 5$  years targeted for LF and only 100,000 for trachoma, the TIPAC calculates a total overlapping target population of 150,000 (100,000 for LF and trachoma + 50,000 for LF only). In the case of MDA for oncho and STH with multiple treatment rounds, the TIPAC again assumes maximum integration, with all those treated for a second round having also received first-round treatment. These assumptions are made in order to make a conservative estimate of the number of individuals treated.

As shown below in Formulas 1 and 2, this maximum integration theory is reflected in the PC-NTD calculations by taking the maximum target population in each overlapping age group among the PC-NTDs selected for the given sub-activity. However, because the LF target population age group varies depending on the drug combination used (generally  $\geq 2$  years for DEC+ALB and  $\geq 5$  years for IVM+ALB), there are separate formulas for each choice. (See Formulas 1a and 1b below for examples.) Morbidity management for LF and trachoma are not included in this calculation and instead are included in Step 2.

### Step 2: Other NTD target population

When determining the overlapping target population for other NTDs (i.e. non-PC), the algorithm takes the largest target population of all applicable interventions. This also includes populations targeted for lymphedema management (LF), hydrocele surgery (LF), and trichiasis surgery (trachoma). (See Formula 2 below for an example.)

## Step 3: Total overlapping NTD target population

Finally, the algorithm compares the maximum target population size among PC-NTDs and other NTDs and selects the largest value as the overlapping target population size. (See Formula 3 for examples.)

### Formula 1a: If LF (DEC+ALB) selected

Trachoma <6 months  
MDA target population

+

Maximum of LF, oncho round 1, oncho round 2, SCH (total), STH round 1 (total), STH round 2 (total), or trachoma (6–59 months + ≥5 years) target populations

#### Example 1a:

All PC-NTDs chosen for sub-activity in a given district: LF, oncho round 1, oncho round 2, SCH, STH round 1, STH round 2, trachoma

LF drug combination: DEC+ALB

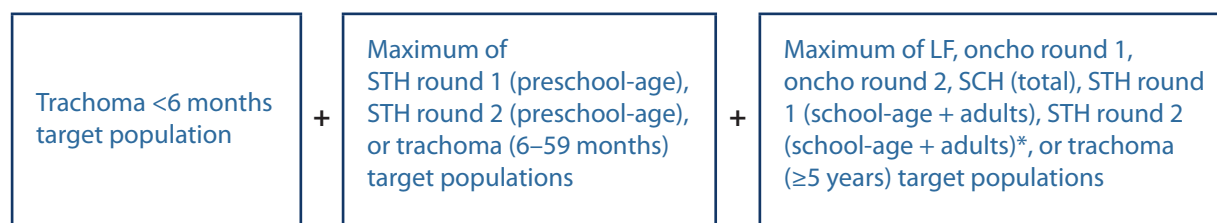
NTD	Population Age Group	MDA Target Population
<b>LF (DEC+ALB)</b>	<b>≥2 years</b>	<b>90,000</b>
<b>Oncho round 1</b>	≥5 years	80,000
<b>Oncho round 2</b>	≥5 years	50,000
<b>SCH</b>	School-age children	10,000
	High-risk adults	40,000
<b>STH round 1</b>	Preschool-age children	5,000
	School-age children	15,000
	High-risk adults	50,000
<b>STH round 2</b>	Preschool-age children	2,500
	School-age children	7,500
	High-risk adults	25,000
<b>Trachoma</b>	<b>&lt;6 months</b>	<b>1,000</b>
	6–59 months	30,000
	≥5 years	75,000

The overlapping target population for PC-NTDs in this district would be:

= 1,000 (Trachoma <6 months) + 90,000 (LF)

**= 91,000**

## Formula 1b: If LF (IVM+ALB) selected, or if LF not endemic/ not selected



\* STH round 2 MDA target populations are not explicitly input for PSAC, SAC, and adults in **worksheet W1C1**. They are calculated by the TIPAC using the same proportion of sub-population/total population as STH round 1.

### Example 2:

All PC-NTDs chosen for sub-activity in a given district: LF, oncho round 1, oncho round 2, SCH, STH round 1, STH round 2, trachoma

LF drug combination: IVM+ALB

NTD	Population Age Group	MDA Target Population
<b>LF (IVM+ALB)</b>	<b>≥5 years</b>	<b>75,000</b>
Oncho round 1	≥5 years	80,000
Oncho round 2	≥5 years	50,000
SCH	School-age children	10,000
	High-risk adults	40,000
<b>STH round 1</b>	<b>Preschool-age children</b>	<b>7,000</b>
	School-age children	15,000
	High-risk adults	50,000
STH round 2	Preschool-age children	3,500
	School-age children	7,500
	High-risk adults	25,000
Trachoma	<6 months	1,000
	6–59 months	6,000
	≥5 years	75,000

The overlapping target population for PC-NTDs in this district would be:

= 1,000 (trachoma <6 months) + 7,000 (STH round 1 PSAC) + 80,000 (LF)

**= 88,000**

## Formula 2: Overlapping target population size for other NTDs

Disease	Intervention 1 target population	Intervention 2 target population
Other NTD 1	50,000	<b>75,000</b>
Other NTD 2	25,000	60,000

The overlapping target population for other NTDs in this district would be **75,000**.

## Formula 3: Calculating the total overlapping target population across all diseases

### Example 1.

	PC-NTDs – maximum target population	Other NTDs – maximum target population
Target Population	<b>150,000</b>	120,000

The total overlapping target population in this district would be **150,000**.

### Example 2.

	PC-NTDs – maximum target population	Other NTDs – maximum target population	Other NTD 1 – case management population	Other NTD 2 – screening population	Other NTD 2 – case management population
Target Population	150,000	<b>210,000</b>	110,000	<b>210,000</b>	70,000

The total overlapping target population in this district would be **210,000**.

# Appendix E

## Convert TIPAC data for a new year

The **Convert TIPAC for new year** feature will help when you are filling out the TIPAC in subsequent years. For example, once you finish the TIPAC, you may wish to return to it a year later, update the figures, and extend the data in the tool into another year. If you do this, the second fiscal year would become the first fiscal year, the third would become the second, etc. Essentially, the TIPAC will save a copy of your previous file, then open a new file with some of your data saved, moved, or updated.

You can reach the **Convert TIPAC for a new year** feature from the File Transfers menu on **screen 004**.

Below is a summary of how your data will be affected in the new file, by module and screen. It is recommended that you review the changes listed to make sure your file is accurately converted and up-to-date for the new fiscal year. You should also review the screens listed below with “no changes,” as you may need to update such data manually.

### Base Data module

1. General information: The only change is that the fiscal year will automatically update by one year. You may also want to update your country’s exchange rates.
2. Administrative levels and population:
  - **Screen 131:** No changes.
  - **W1C1** (total population)
    - Total population from Year 2 in previous tool will be rolled into Year 1 in tool for new year
    - All formulas applying the growth rate will be restored (even if overwritten by user in tool for previous year)
  - **Screen 132:** No change.
  - **W1C1** (population tables)
    - All formulas restored (even if they had been overwritten by the user in tool for previous year).
3. Districts and populations targeted for NTD intervention
  - **W1C1** (first time for each disease; disease burden codes): No change, but users should review, and particularly check for districts that were mapped in previous year or where a disease-specific assessment took place and the results changed the treatment strategy (for example, trachoma impact studies, LF transmission assessment surveys, etc.).
  - **Screen 145** (choose districts):
    - All years will roll into previous year (Year 2 goes to Year 1, etc.).
    - Users should review, and particularly check for districts that were mapped in previous year or where a disease-specific assessment took place and the results changed the treatment strategy (for example, trachoma impact studies, LF transmission assessment surveys, etc.).
    - Users should fill in Year 5
  - **Screen 145** (LF only): No change.



- **W1C1:**
  - LF, STH PSAC, STH SAC, STH round 2, trachoma ( $\geq 10\%$  TF)
    - > All formulas restored (even if they had been overwritten by the user in tool for previous year).
  - Oncho (rounds 1 and 2), SCH, STH adults
    - > Year 2 data will roll into Year 1
    - > All formulas will be restored for Years 2-5 (even if they had been written over by user in tool for previous year).
  - Trachoma ( $>0\%$  and  $<10\%$  TF)
    - > Year 2 data will roll into Year 1.
  - If the conversions overwrite some of your manual entries, one option is to open your old file, copy the values from the worksheet, and paste it into the new, converted file. **You should only copy and paste one column at a time in case there are hidden columns.**
  - If you change your selections for targeted districts after the conversion, you should carefully confirm that there are no target populations in districts that may now be deselected for intervention.

**4. Screen 160** (Per diems): No change, users should review.

**5. Screen 171** (Cost classifications): No change, users should review to incorporate any changes due to inflation.

## Activity Costs module

1. No changes, except to district selections for sub-activities. You should:
2. Choose each sub-activity that has costs. The first time you click the Next button, you will see **screen 204nd** and all years will roll into the previous year (Year 2 goes to Year 1, Year 3 goes to Year 2, etc.). You should review Years 1 through 4, and then fill in Year 5. You can also go back to review and make changes by clicking "Edit sub-activity calculations."
3. Review each line item to review all costs and make changes as applicable by using the buttons at the bottom the screen.

## PC Drug Acquisition module

1. All drug stocks have been reset to "0", and all donations/purchases have been deleted. Donor names remain.
2. You should review and update information in **screen 501** and enter drug purchases for the new year in **screen 502**.

## Funders module

1. All funding has been deleted. Funder names remain.
2. You should enter funding for the new year.

# Appendix F

## Transfer data from an older TIPAC to the current version

The **Transfer file to new version** option in the Main Menu lets you import data from an older version of the TIPAC into the current version. For example, if you have entered data in TIPAC version 2.0 but would like to use new features included in version 3.0, use this option to preserve your data by transferring your file to the current version.

If new fields are available in the current version that weren't available in the previous version (for example, it wasn't possible to specify months for sub-activities in earlier versions of the TIPAC), that data will be left blank in the new version of your file and will need to be updated.

Your new file will be saved in the same folder as your old file, with the date and time appended to the file name. For example, a new version of Kenya 2011 might be saved as Kenya 2011 10\_18\_12 17\_18.

**Important Note:** When using the transfer feature, it is highly recommended that you store your new and old TIPAC files locally on your computer, and NOT on a server, to reduce the possibility of the file crashing or of experiencing significant waiting times. (Transferring a file can take just a few minutes if the files are stored locally, but up to a few hours for large files stored on a server). If needed, you can store the files on a server after the file has been transferred.

Below is a summary of how your data will be affected in the new version, by module and screen. It is recommended that you review the changes listed to make sure your file is accurately transferred and up-to-date. You should also review the screens listed below with "no changes," as you may need to update data on these screens manually.

### Base Data module

1. General information: All data from your file was transferred. However, some features are new. You will need to enter data manually on:
  - **Screen 111:** Enter the dates of your program's fiscal year.
2. Neglected Tropical Diseases: All data about the PC-NTDs was transferred. However, you will need to manually enter information for other NTDs because other NTDs were not included in the previous TIPAC version.
  - **Screen 121:** Enter the number of other NTDs to include in the TIPAC and their names.
3. Administrative levels and population:
  - **Screen 131:** The administrative levels default back to "region," "district," and "village" after you transfer your file. If you would prefer to use other administrative levels, enter the names here, both in their singular and plural forms.
  - **Screen 132:** Enter the percentage of pregnant women in your country.

4. Districts and populations targeted for NTD intervention: Most of the data for PC-NTDs was transferred.
  - For LF, in addition to MDA, the new version requires data for lymphoedema management and hydrocele surgery. Enter missing information on **screens 145**, and **W1C3**.
  - For trachoma, the new version requires data for both MDA and trichiasis surgery. Enter missing information on **screens 145**, and **W1C3**.
  - For other NTDs, enter the required information on **screens 141, 145, 147** and **W1C3**.
5. Per diems: Per diems transferred, but they are handled differently in the new version.
  - **Screen 160:** Review and adjust per diems as necessary.

## Activity Costs module

**Important note:** TIPAC 3.0 uses slightly different formulas to calculate the target population of overlapping diseases, which may create small differences in the target population for a given sub-activity. Therefore, if you have entered line item costs using the target population ratio, the costs for your sub-activity may be different.

1. All activity, sub-activity, and cost classification data transferred.
2. **Screen 204nd:** Review allocations. You may need to fill in information related to fiscal year dates and for interventions related to LF, trachoma, and other NTDs.
3. **Screen 999:** Review all line items. Look closely over personnel costs, as the way they are calculated changed since the previous TIPAC version.

## PC Drug Acquisition module

All drug acquisition information was transferred. Review drug prices and update as necessary.

- **Screen 501:** In the older version of the TIPAC, there was one multiplier for all PZQ treatments. In the current version, the PZQ multiplier changes to the default values of 2.5 for school-age children (SAC) and 3 for adults. Review and update these values if your country uses different drug multipliers.

## Funders module

All funding information was transferred. Review and update as necessary.

## Reports module

1. Reports were previously called “outputs.” The current version of the TIPAC can generate 15 types of reports, including the WHO Joint Request for Selected PC Medicines.
2. The calculations for total drug costs and five-year cost projections have been updated to produce more accurate estimates. Consequently, some reports in the current version of the TIPAC may display different values than in previous versions.

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